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# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo  
A. Lee Munson  
Cleo Donovan  
Grant S. Mickins  
Richard J. Tomoda

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

DOCUMENTS DEPT.

REGULAR MEETING - JANUARY 8, 1990

JAN 12 1990

PART I - 2 P.M.

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Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo  
Commissioner Tomoda

Commissioner Texidor del Portillo presided on all items except Items 22, 24 and 27.

Commissioner Munson presided on Items 22, 24, and 27.

MINUTES: Regular Meeting of December 4, 1989

Action: Approve.

### ANNOUNCEMENTS

None.

### CLASSIFICATION MATTERS

1226-89 Survey of one new position for the Property Management Section of the San Francisco International Airport. (Calendar Item No. 7)

Action: Adopt staff report.

1. Establish a new classification of 9208 Director of Airport Property Management (Z, J Flat Rate: \$2660B2660).
2. Allocate one position approved in the Budget as A764 Airport Property Specialist III (J \$2660B) to Class 9208 Director of Airport Property Management.
3. Amend the Annual Salary Ordinance accordingly.
4. Advise the Airport Decentralized Examination Unit to administer an examination for the new classification.
5. Amend the Specifications for Classes 9206 Airport Property Specialist I and 9207 Airport Property Specialist II as per the attached draft specifications.



CLASSIFICATION MATTERS (cont.)

1229-89 Classification actions for various City departments.  
(Calendar Item No. 5)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Community College District	1	1650 Accountant (Sch. 48.3 \$975B1180)	1652 Senior Accountant Sch. Z 52.3 \$1180B1429
Social Services	1	1650 Accountant (Sch. 48.3 \$975B1180)	Same
Public Works	2	2478 Senior Sewage Treatment Chemist (Sch. Z 59.2 \$1642B1994)	Same
Public Library	1	3634 Librarian III (Sch. 59.0 \$1626B1975)	3632 Librarian II Sch. 56.0 \$1407B1706
Rent Arbitration Board	1	1652 Senior Accountant (Sch. 52.3 \$1180B1429)	Same
Port	1	1840 Junior Management Assistant (Sch. 50.6 \$1088B1316)	1842 Management Assistant Sch. 52.9 \$1214B1470
Controller	1	A001 Senior EDP Auditor (J \$1746B2122)	Establish Class 1850 Senior EDP Auditor Sch. 59.6 J,Z 1674B2033 Draft class specification as detailed in the staff report.
	1	A523 Systems Operations Supervisor (J \$2135B2135)	Establish Class 1671 Financial Systems Operations Supervisor J,Z \$2135B2135 Draft class specification as detailed in the staff report.
	1	A718 Accounting Operations Manager (J \$2819B2819)	Establish Class 1673 Accounting Operations Manager J,Z \$2819B2819 Draft class specification as detailed in the staff report.



CLASSIFICATION MATTERS (cont.)

1229-89  
(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Controller (cont.)	1	A977 Director, Budget & Fiscal Operations (J \$1936B2354)	Establish Class 1683 Budget & Fiscal Operations Manager Sch. 62.6 J,Z \$1936B2354 Draft class specification as detailed in the staff report.
Public Health/ SFGH	1	2140 Hospital Administrative Assistant (Sch. 57.8 Z \$1535B1862)	Same
	2	2322 Head Nurse (\$1791B2243)	Same

Action: Adopt staff report.

1231-89 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
319-89/90	Airport	Olmn Structural Design
320-89/90	Asian Art Museum	Asian Art Museum Foundation
321-89/90	Asian Art Museum	Asian Art Museum Foundation
322-89/90	Asian Art Museum	Asian Art Museum Foundation
323-89/90	City Planning	Claude Stoller
324-89/90	City Planning	Robert Campbell
325-89/90	Civil Service Commission	Real to Reel Video Productions
326-89/90	Commission On Aging	Williams, Adley and Company
327-89/90	SFCCD	Henry Leong
328-89/90	Controller	Michael S. Noonan
329-89/90	Controller	Shiratori, Inc.
330-89/90	Controller	MSW Computer Consulting
331-89/90	Controller	Incline Computer Systems
332-89/90	Controller	On-Line Business Systems, Inc.
333-89/90	Controller	G.E. Consulting Services
334-89/90	Fire	Mathis & Associates



CLASSIFICATION MATTERS (cont.)

1231-89  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
335-89/90	Port	Moffatt & Nichol/AGS/Kwan Henmi; An Association
336-89/90	Port	Roma Design Group
337-89/90	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc. (Bayview Drug Treatment)
338-89/90	Public Health	Crestwood Hospitals, Inc.
339-89/90	Public Health	Haight Ashbury Free Clinics, Inc. (Drug Detox, Rehab. & Aftercare)
340-89/90	Public Health	Horizons Unlimited of San Francisco, Inc.
341-89/90	Public Health	Northern California Ambulatory Health Services (Children's Hospital)
342-89/90	Public Health	Walden House, Inc.
343-89/90	Public Health	Women's Institute for Mental Health, Inc.
344-89/90	Public Health	St. Luke's Hospital
345-89/90	Public Health	Carolyn Block, Ph.D.
346-89/90	Public Health	Chamberlain's Children Center, Inc.
347-89/90	Public Health	Edgewood Children's Center
348-89/90	Public Health	Lincoln Child Center
349-89/90	Public Health	Ross Hospital
350-89/90	Public Health	Sunny Hills Children's Services
351-89/90	Public Health	University of California S.F. School of Medicine
352-89/90	Public Health	Allied Temporaries, Inc.
353-89/90	Public Health	Cal Care Services
354-89/90	Public Health	Medical Personnel Pool
355-89/90	Public Health	NSI Services, Inc.
356-89/90	Public Health	Nurse Providers, Inc.
357-89/90	Public Health	Oilsten Health Care Services
358-89/90	Public Health	Professional Nurses Bureau
359-89/90	Public Health	Ramasean Nursing Service, Inc.
360-89/90	Public Health	Specialty Care Nursing Service



CLASSIFICATION MATTERS (cont.)

1231-89 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	361-89/90	Public Health	Stat Nursing Services
	362-89/90	Public Health	The Surgical Staff, Inc.
	363-89/90	Public Health	Bayview-Hunter's Point Foundation
	364-89/90	Public Health	California Public Health Foundation
	365-89/90	Public Health	San Francisco AIDS Foundation
	366-89/90	Public Health	Bayview Hunter's Point Multipurpose Senior Center
	367-89/90	Public Health	College of Podiatric Medicine, Department of Biomechanics, California
	368-89/90	Public Health	Ideas In Motion
	369-89/90	Public Health	Sunset Floor Covering
	370-89/90	Public Health	University of California, S.F. School of Pharmacy
	371-89/90	Public Health	Western Medical Services
	372-89/90	Public Utilities Commission	DeLeys Brandman, M.D.
	373-89/90	Public Utilities Commission	Bechtel Corp. Civil Company
	374-89/90	Public Works	Kaplan McLaughlin Diaz, Architects
	375-89/90	Public Works	Appintec
	376-89/90	Public Works	Smith-Emery Company
	377-89/90	Public Works	Trans Pacific Geotechnical Consultants, Inc.
	378-89/90	Public Works	Odor Science & Engineering, Inc.
	379-89/90	Recreation and Park	Philip Williams and Associates
	380-89/90	Recreation and Park	University of San Francisco
	381-89/90	SFUSD	F.W. Associates
	382-89/90	SFUSD	Tom Crain
	383-89/90	SFUSD	Warren Olds
	384-89/90	SFUSD	Structus, Structural Design & Engr.
	385-89/90	SFUSD	Foster Engineering, Inc.
	386-89/90	SFUSD	GFDS Engineers



CLASSIFICATION MATTERS (cont.)

1231-89 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	387-89/90	SFUSD	Rudolf Fehr
	388-89/90	SFUSD	H.J. Brunnier Associates
	389-89/90	SFUSD	Kwan & Associates
	390-89/90	SFUSD	Hygienetics, Inc.
	391-89/90	SFUSD	Signet Testing Labs
	392-89/90	Sheriff	John Bergman
	393-89/90	Social Services	Private Industry Council of S.F.
	394-89/90	Social Services	Tenderloin Housing Clinic
	395-89/90	Social Services	Tenderloin Housing Clinic
	396-89/90	Social Services	Focal Point Productions
Action:	1.	Contracts #320-89/90, 321-89/90, 322-89/90 and 331-89/90 off calendar at the request of the departments.	
	2.	Approve Contract #333-89/90; Controller to submit by April 2, 1990 a progress report on the project and the anticipated need for renewal for review by the Civil Service Commission at the meeting of April 16, 1990.	
	3.	Amend contract cost to \$7000 for Contract #367-89/90.	
	4.	Adopt staff report on the remaining contracts; notify the offices of the Controller and the Purchaser.	

COMPENSATION MATTERS

2336-89 Salary Standardization - Fiscal Year 1990-91. (Calendar Item No. 15)

Action: Adopt staff report; post for two weeks, forward to Board of Supervisors.

2337-89 Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in State of California. (Calendar Item No. 16)

Action: Adopt staff report; certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter.



COMPENSATION MATTERS (cont.)

2338-89 Request for appointment above the entrance rate for various employees. (Calendar Item No. 6)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
David Fiore 9207 Airport Property Specialist II	Airport	2	2
Richard Jackson 1736 Computer Operator II	Controller	5	5
Kenneth Poehlman 8146 District Attorney Investigator	District Attorney	3	3
Bridget Bane 8147 Senior District Attorney Investigator	District Attorney	5	5
Naomi Nishioki 1844 Senior Management Assistant	Public Utilities Commission	5	5
David Dingman 2472 Senior Water Quality Chemist	Public Utilities Commission	2	2
Rudolf J. Budesky 5204 Assistant Civil Engineer	Public Utilities Commission	3	3
Philip Chien 5204 Assistant Civil Engineer	Public Utilities Commission	5	5
John Friar 5204 Assistant Civil Engineer	Public Utilities Commission	3	3
Raymond Lau 5204 Assistant Civil Engineer	Public Utilities Commission	5	5
On Si Lam 5204 Assistant Civil Engineer	Public Works	5	5
Rafael Leopoldo 6270 Housing Inspector	Public Works	2	2
All Employees 2330 Nurse Anesthetist	Public Health	6	6

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Jack K. Marshall 1821 MIS Manager	Controller	3	3
Linda Tanhola 1862 Systems & Procedures Analyst	Controller	4	4



COMPENSATION MATTERS (cont.)

2338-89 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Donna J. Allison 2459 Forensic Laboratory Manager	Coroner	2	2

Action: Adopt staff report. The Airport requested and the Commission approved a change in the salary recommendation for David Fiore from Step 3 to Step 2.

EXAMINATION MATTERS

3150-89 Appeal of staff's denial of protest on the terms of the announcement for Class 9142 Transit Manager III. (Calendar Item No. 8)

November 20, 1989: Over to the meeting of December 4, 1989 at the request of the Transport Workers Union, Local 200.

December 4, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union, Local 200.

Action: Off calendar at the request of the Public Utilities Commission Decentralized Personnel Unit.

3185-89 Request for permission to issue the announcement for Class 3618 Library Technical Assistant II on a promotive only basis. (Calendar Item No. 9)

Action: Adopt staff report.

3186-89 Appeal of background rejection for Class Q2 Police Officer by John F. Martin. (Calendar Item No. 27)

Action: Over to the meeting of January 22, 1990 at Mr. Martin's request.

3521-89 Appeal of background rejection for Class Q2 Police Officer by Ronald Jacobs. (Calendar Item No. 20)

August 21, 1989: Over to the meeting of October 2, 1989 at Mr. Jacobs' request.

October 2, 1989: Over to the meeting of November 6, 1989 at the request of the San Francisco Police Department.

November 6, 1989: Over to the meeting of November 20, 1989.



EXAMINATION MATTERS (cont.)

3521-89

(cont.) November 20, 1989:

Over to the meeting of January 8, 1990 at the request of Mr. Jacobs' attorney and the San Francisco Police Department. The Commission directed that both parties be prepared to proceed on both the issues of Mr. Jacobs' integrity and residency.

Action: Deny appeal; sustain the decision of the Chief of Police.

3527-89

Appeal of background rejection for Class Q2 Police Officer by Ronald E. Timberlake. (Calendar No. 21)

September 18, 1989: Over to the meeting of October 2, 1989 at the request of Mr. Timberlake's attorney.

October 2, 1989: Over to the meeting of November 6, 1989 at the request of the San Francisco Police Department. Civil Service Commission staff to provide documentation submitted by Mr. Timberlake's attorney to the San Francisco Police Department.

November 6, 1989: Over to the meeting of November 20, 1989 due to tie vote.

November 20, 1989: Over to the meeting of December 4, 1989 as requested by Mr. Timberlake's attorney.

December 4, 1989: Over to the meeting of January 8, 1990 at the request of the San Francisco Police Department.

Action: Off calendar at the request of the San Francisco Police Department.

3555-89

Appeal of background rejection for Class Q2 Police Officer by Kathryn I. Sullivan. (Calendar Item No. 22)

Action: Over to the meeting of January 22, 1990 at the request of the San Francisco Police Department.

3557-89

Appeal of background rejection for Class Q2 Police Officer by Rick M. Cortez. (Calendar Item No. 23)

Action: Off calendar; appeal withdrawn by Mr. Cortez.

3559-89

Appeal of background rejection for Class Q2 Police Officer by Keith C. Whittle. (Calendar Item No. 24)

Action: Over to the meeting of January 22, 1990 at Mr. Whittle's request.



EXAMINATION MATTERS (cont.)

3560-89 Appeal of background rejection for Class Q2 Police Officer by Arturo J. Bautista. (Calendar Item No. 25)

Action: Off calendar at the request of the San Francisco Police Department.

3562-89 Appeal of background rejection for Class Q2 Police Officer by Jerry Chiang. (Calendar Item No. 26)

Action: Over to the meeting of January 22, 1990 at the request of the San Francisco Police Department.

IN-SERVICE MATTERS

4851-89 Appeal of cancellation of certification to Class 9141 Transit Manager II. (Calendar Item No. 11)

October 2, 1989: Over to the meeting of November 20, 1989 at the request of Mr. Cunningham and Mr. McNaughton.

November 20, 1989: Off calendar at the request of Messrs. Cunningham and McNaughton.

Action: Off calendar at the request of Mr. McNaughton. Mr. McNaughton to notify the Assistant Secretary when prepared to proceed.

6079-89 Appeal of the decision of the General Manager, Personnel regarding determination of future employability of a terminated non-civil service employee. (Calendar Item No. 17)

October 24, 1989 (Action taken by the General Manager, Personnel):

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

December 4, 1989: Over to the meeting of January 8, 1990 at the request of the General Manager, Personnel.

Action: Deny appeal of Alan E. Carson. Modify action of the General Manager, Personnel to the following: cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

6191-89 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 12)



IN-SERVICE MATTERS (cont.)

6191-89

(cont.)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

6227-89

Designation of Civil Service Commission representatives to the Joint Committee established by Proposition H - November 1989 Election. (Calendar Item No. 18)

Action: The President designated herself and Commissioner A. Lee Munson to represent the Civil Service Commission at the Joint Committee hearings.

6231-89

Request from San Francisco Unified School District to fill a permanent vacancy in Class 2556 Physical Therapist from the eligible list established by the Department of Public Health Decentralized Personnel Unit. (Calendar Item No. 10)

Action: Adopt staff report; approve request.

6237-89

Request from John Giannini to strike portions of the record of the Civil Service Commission meeting of August 4, 1989. (Calendar Item No. 19)

Action: Over to the meeting of January 22, 1990 at Mr. Giannini's request.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 8, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Darrell S. Allen, 7410 Automotive Service Worker, 16/E-9, Purchasing Department, Central Shops, 11/28/89. (Calendar Item No. 43) (4)

Action: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union.

Alan Anisgard, 9122 Transit Information Clerk, 9/E-5, Public Utilities Commission, San Francisco Municipal Railway, 9/11/89. (Calendar Item No. 33) (7)

October 2, 1989: Over to the meeting of November 6, 1989 at the request of the Public Utilities Commission.

November 6, 1989: Over to the meeting of January 8, 1990 as requested by Mr. Anisgard.

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Paul Antoine, 9163 Transit Operator, 96/E-115, Public Utilities Commission, San Francisco Municipal Railway, 10/5/89. (Calendar Item No. 34) (7)

November 20, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union, Local 250-A.

Action: No restriction on future employment as stipulated between the Public Utilities Commission and the Transport Workers Union.

Michael Bones, 5310 Surveyor's Field Assistant, 11/E-8, Airports Commission, 12/12/89. (Calendar Item No. 41) (4)

Action: Over to the meeting of February 5, 1990 at the request of Mr. Bones' attorney.



Larry Brooks, 9163 Transit Operator, 166/P-121, Public Utilities Commission, San Francisco Municipal Railway, 11/15/89. (Calendar Item No. 36) (7)

Action: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union.

Gwendolyn Dedmon, 9163 Transit Operator, 436/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/5/89. (Calendar Item No. 35) (7)

November 20, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union.

Action: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union, Local 250-A.

Michael Dunne, 7410 Automotive Service Worker, 49/E-7, Public Utilities Commission, San Francisco Municipal Railway, 10/18/89. (Calendar Item No. 40) (4)

November 20, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union, Local 250-A.

Action: Return name to eligible list for Class 7410 Automotive Service Worker. Not to be employed again by the Public Utilities Commission (as stipulated between the Public Utilities Commission and the Transport Workers Union).

Luis Henriquez, 2708 Custodian, 3/E-4, Juvenile Court, Juvenile Hall, 11/15/89. (Calendar Item No. 31) (6)

Action: Off calendar at Mr. Henriquez's request. Mr. Henriquez to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

Thomas Hutchings, 7344 Carpenter, 6/E-10, Public Utilities Commission, San Francisco Water Department, 9/6/89. (Calendar Item No. 39) (4)

October 2, 1989: Over to the meeting of November 6, 1989 at the request of Mr. Hutchings' attorney.

November 6, 1989: Over to the meeting of December 4, 1989 at the request of Mr. Hutchings' attorney.

December 4, 1989: Over to the meeting of January 8, 1990 at the request of the Public Utilities Commission.

Action: Over to the meeting of February 5, 1990 at the request of Mr. Hutchings' attorney.



Amelia Kan, 1632 Senior Account Clerk, 37/CPE-1, Recreation and Park Commission, 12/7/89. (Calendar Item No. 38) (7)

Action: Over to the meeting of March 5, 1990 at Ms. Kan's request.

Luberta D. Moreno, 9210 Airport Police Officer, 19/E-15, Airports Commission, 11/15/89. (Calendar Item No. 42) (4)

Action: Off calendar at Ms. Moreno's request. Ms. Moreno to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

Flor DeMaria Reyes, 8482 Crime Prevention Worker, 1/E-8, San Francisco Police Department, Community Services, Senior Escort, 12/7/89. (Calendar Item No. 29) (3)

Action: Over to the meeting of January 22, 1990 at Ms. Reyes' request.

Ivy Spivey, 9163 Transit Operator, 243/E-116, Public Utilities Commission, San Francisco Municipal Railway, 11/15/89. (Calendar Item No. 37) (7)

Action: Over to the meeting of February 5, 1990 at Mr. Spivey's request.

Shelton Sung, 7315 Automotive Machinist Assistant Supervisor, 15/CPE-4, Purchasing Department, Central Shops, 11/9/89. (Calendar Item No. 30) (5)

Action: Off calendar at the request of the Civil Service Commission EEO Unit.

Manuel V. Tiran, 6270 Housing Inspector, 28/E-1, Department of Public Works, Bureau of Building Inspection, 7/31/89. (Calendar Item No. 32) (7)

September 18, 1989: Over to the first meeting of January, 1990 at Mr. Tiran's request.

Action: Off calendar at Mr. Tiran's request. Mr. Tiran to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.



Sen Viola, 2302 Orderly, 23/E-321, Department of Public Health, Laguna Honda Hospital, 10/30/89. (Calendar Item No. 44) (4)

December 4, 1989: Over to the meeting of January 8, 1990 at the request of Local 250.

Action: Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience in health care occupation for health care work in City and County of San Francisco. No other restrictions on future employment.

GENERAL MANAGER'S REPORT (Calendar Item No. 13)

1. The General Manager, Personnel submitted the preliminary budget request for Fiscal Year 1990-91 to the Civil Service Commission for review and recommendations. Commissioner Texidor del Portillo requested that Commissioner Munson lend his particular expertise to the staff on this matter.
2. The General Manager, Personnel presented a preliminary report on Pay Equity in Fiscal Year 1990-91. Staff will have a finalized report to the Civil Service Commission at the meeting of January 22, 1990.
3. The General Manager, Personnel provided the Civil Service Commission with a copy of the Five-Year Plan which was submitted to the Board of Supervisors Finance Committee and will be heard by the Finance Committee on Wednesday, January 10, 1990.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 14)

1. Local 21 IFPTE presented comments and recommendations on various civil service matters. Civil Service Commission directed staff to prepare a supplemental appropriation to begin the Five-Year Plan in this fiscal year for approval by the Civil Service Commission within the immediate future.
2. Commissioner Munson requested that the Civil Service Commission conduct hearings on specific Charter provisions which impact personnel functions. The first hearing will be at the Civil Service Commission meeting of February 5, 1990 and will be concerned with the examination process (except protests and appeals). The Civil Service Commission will begin the hearing on this matter at 4 P.M. and end at 5:15 P.M. If all requested speakers are not heard at that hearing, the item may be continued to the next regular meeting. Commissioner Tomoda invited employee organizations and others to submit written comments in advance.
3. At the meeting of January 22, 1990, the Commission directed that the Memoranda of Understanding with the various Decentralized Examination Units be calendared for review.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 45)

A D J O U R N M E N T





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo  
A. Lee Munson  
Cleo Donovan  
Grant S. Mickins  
Richard J. Tomoda

President  
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John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

REGULAR MEETING - JANUARY 22, 1990

PART I - 2 P.M.

DOCUMENTS DEPT.

(10, 44)

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo  
Commissioner Tomoda

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Commissioner Texidor del Portillo presided except for Item 18 (File 3177-89).

Commissioner Munson presided over Item 18 (File 3177-89).

MINUTES: Regular Meeting of January 8, 1990

Action: Approve with correction to action on File Number 3562-89  
on page 10 (continuance was at the request of the  
appellant rather than San Francisco Police Department).

### ANNOUNCEMENTS

1. The Civil Service Commission met in closed session on Monday, January 22, 1990 at 1:30 P.M. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss a personnel matter. All the members of the Commission were present. No action was taken.
2. Due to a conflict with the Washington's Birthday Holiday, the Civil Service Commission has cancelled its regular meeting of February 19, 1990.

### CLASSIFICATION MATTERS

1006-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
397-89/90	Controller	Mountford Group, Inc.
398-89/90	Controller	Cybernetics Professionals, Inc.
399-89/90	Controller	The Expert Group, Inc.



CLASSIFICATION MATTERS (cont.)

1006-90  
(cont.)

	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	400-89/90	Public Health	Chinn Accountancy Corporation
	401-89/90	Public Health	LaCheim Residential Treatment Centers
	402-89/90	Public Health	Regents of the University of California Center on Deafness
	403-89/90	Public Health	Philip B. Kivitz, M.D.
	404-89/90	Public Health	Maida Taylor, M.D.
	405-89/90	Public Health	Korn/Ferry International
	406-89/90	Public Health	S.F. Medical Society
	407-89/90	Public Works	Howard Jackson
	408-89/90	Public Works	Boss Effectiveness Institute
Action:	1.	Adopt staff report; notify the offices of the Controller and the Purchaser.	
	2.	Regarding Contract Number 398-89/90: the Commission requests that the Controller investigate the need to include funds in its budget for a position or positions of Technical Writer.	

1012-90 Establishment of new classification 1665 Director of Patient Accounts and amendment of specification for Class 1664 Patient Accounts Manager. (Calendar Item No. 8)

Action: Adopt staff report.

1. Establish new classification of 1665 Director of Patient Accounts (J,Z Schedule 60.7 \$1765B2145). Draft class specification as detailed in the staff report.
2. Allocate one position currently budgeted as A759 Director, Patient Finance Services (J, SC \$1765B2145) to the new classification of 1665 Director of Patient Accounts.
3. Amend Section 860100 of the Annual Salary Ordinance administratively to reflect the establishment of new Class 1665 Director of Patient Accounts.
4. Advise the Decentralized Civil Service Unit of the Department of Public Health to conduct an examination for the new classification of 1665 Director of Patient Accounts.
5. Amend the specification for Class 1664 Patient Accounts Manager. Draft amended class specification as detailed in the staff report.

The Department of Public Health to announce the examination for Class 1665 Director of Patient Accounts within the next month and to expedite the examination process thereafter.



CLASSIFICATION MATTERS (cont.)

1013-90 Establishment of a new classification 1942 Assistant Materials Coordinator, and the allocation of two positions to the new class. (Calendar Item No. 9)

Action: Adopt staff report.

1. Establish Class 1942 Assistant Materials Coordinator (J, Sch. 59.0 \$1626B1975). Draft class specification as detailed in the staff report.
2. Classify one position budgeted at the San Francisco Municipal Railway as A833 Materials Manager Planner (J, SC Sch. 59.0 \$1626B1975) to the new class.
3. Amend the Annual Salary Ordinance Section 35-03-00 administratively to reflect this action.
4. Classify one position budgeted at San Francisco General Hospital as A852 Assistant Materials Coordinator (J, SC Sch. 55.9 \$1401B1698) to the new class.
5. Advise the Department of Public Health to reflect this action in its 1990-91 Budget.

1014-90 Classification actions for various City departments. (Calendar Item No. 5)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Fire	6	6280 Fire Safety Inspector I (Sch. 52.9 \$1214B1470)	6281 Fire Safety Inspector II Sch. 56.7 \$1457B1765
Public Works	1	1246 Principal Personnel Analyst (Sch. 62.3 \$1909B2319)	1244 Senior Personnel Analyst Sch. 58.8 \$1611B1955
Public Health/ SFGH	1	2620 Food Service Manager Administrator (Sch. 55.5 \$1375B1666)	2656 Chef Sch. 52.4 \$1185B1436
Public Health/ CMHS	1	2574 Clinical Psychologist (Sch. 59.5 \$1666B2023)	Same
	1	2930 Psychiatric Social Worker (Sch. 55.1 \$1349B1634)	2588 Health Worker IV Sch. 50.6 \$1088B1316
Public Health/ Central Office	1	2323 Clinical Nurse Specialist (Sch. 60.4 \$1740B2178)	2322 Head Nurse Sch. 61.0 \$1791B2243



CLASSIFICATION MATTERS (cont.)

1014-90  
(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Central Office	1	A964 Pre-hospital Quality Control Coordinator (J,Z \$1871B1871)	Establish Class 2533 Emergency Medical Services Agency Specialist Sch. 58.8 J,Z \$1611B1955 Draft class specification as detailed in the staff report.
		A965 In-hospital Quality Control Coordinator (J,Z \$1871B1871)	Same as above.

Action: Adopt staff report.

COMPENSATION MATTERS

2008-90 Pay Equity Report for Fiscal Year 1990-91. (Calendar Item No. 14)  
(Special Order of Business - 5 P.M.)

Action:

- A. The Commission attaches, as an addendum to its summary report on Pay Equity, the January 12, 1990 survey data and directs that both be forwarded to the Mayor and the Board of Supervisors. The Commission instructs the civil service staff that the Commission does not want to use the "merged-data" method again.
- B. The Commission is very concerned that the survey's use of indirect measurement for pay gap is subject to significant inaccuracies and could cause large errors in the reported gaps for individual positions. These problems with the "merged data" method reflect the fact that the "merged-data" method relies on pay equity studies done in San Jose, Sacramento and other jurisdictions, since no point factor classification study has yet been done for San Francisco.
- C. As a one-year stopgap, to meet the needs of the present MOU's, the Commission requests the General Manager, Personnel to prepare a summary report listing pay equity classifications, by job title, under two categories:
  - 1. Classifications with gaps exceeding 3%;
  - 2. Classifications with gaps of 3% or less.
- D. The Commission urges the Mayor and the Board of Supervisors to provide the funds needed for the proposed citywide classification study. Until the first phase of that study has been completed, the Commission will lack the point factor data needed to carry out its charter-mandated responsibilities for pay equity.



COMPENSATION MATTERS (cont.)

2009-90 Request for appointment above the entrance rate for various employees. (Calendar Item No. 6)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Joyce Lopez 1426 Senior Clerk Typist	Public Health	3	3
Kam Yan 2450 Pharmacist	Public Health	5	5
Fred E. Jordan, Jr. 8418 Chief Probation Officer	Juvenile Court	5	5
All Employees from List E-12 Class 2604 Food Service Worker	Public Health	4	4

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Mark Fan 3630 Librarian I	Library	5	5 12/31/90
Sandra Kleinfeld 1818 MIS Specialist II	Controller	5	5 12/31/90
Cori Hagan 1819 MIS Specialist III	Controller	5	5 12/31/90

Action: Adopt staff report.

2010-90 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 7)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3177-89 Examination for Class 1240 Assistant Personnel Analyst - Class 1242 Personnel Analyst (Flexible Staffing). (Calendar Item No. 18)

Action: Adopt staff report.

1. Sustain the decision of the General Manager, Personnel to cancel the examination for Class 1240 Assistant Personnel Analyst - Class 1242 Personnel Analyst (Flexible Staffing).
2. The Civil Service Commission Examination Division to develop and administer a new examination for Class 1240 Assistant Personnel Analyst - Class 1242 Personnel Analyst (Flexible Staffing).



EXAMINATION MATTERS (cont.)

3177-89  
(cont.)

3. All applicants qualified to participate in the original examination be allowed to participate in the new examination for Class 1240 Assistant Personnel Analyst - Class 1242 Personnel Analyst (Flexible Staffing).
4. Commission Texidor del Portillo excused from participation in the discussion and action on this item with the permission of the other Commissioners. Commissioner Munson presided over the deliberations on this item.
5. The Commission stipulated that a new examination be administered within two (2) months.

3186-89 Appeal of background rejection for Class Q2 Police Officer by John F. Martin. (Calendar Item No. 22)

January 8, 1990: Over to the meeting of January 22, 1990 at Mr. Martin's request.

Action: Over to the meeting of February 5, 1990 at the request of the appellant.

3555-89 Appeal of background rejection for Class Q2 Police Officer by Kathryn I. Sullivan. (Calendar Item No. 19)

January 8, 1990: Over to the meeting of January 22, 1990 at the request of the San Francisco Police Department.

Action: Grant appeal; find Kathryn I. Sullivan qualified as to background in this examination for Class Q2 Police Officer. (Vote of 3 to 2: Commissioners Texidor del Portillo and Tomoda dissenting).

3559-89 Appeal of background rejection for Class Q2 Police Officer by Keith C. Whittle. (Calendar Item No. 20)

January 8, 1990: Over to the meeting of January 22, 1990 at Mr. Whittle's request.

Action: Off calendar; the San Francisco Police Department to notify the Assistant Secretary when it has completed its investigation and is prepared to proceed. Mr. Whittle to contact the San Francisco Police Department Background Unit to provide information regarding his residency.

3562-89 Appeal of background rejection for Class Q2 Police Officer by Jerry Chiang. (Calendar Item No. 21)

January 8, 1990: Over to the meeting of January 22, 1990 at the request of the appellant.

Action: Deny appeal; sustain the decision of the Chief of Police.



IN-SERVICE MATTERS

4041-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for certain classes at the San Francisco Unified School District from six (6) months to one (1) year (Class 3532 Program Manager, KALW Radio Station, Class 3533 General Manager, KALW Radio Station and Class 7374 Chief Engineer, KALW Radio Station). (Calendar Item No. 11)

Action: Post for adoption following meet and confer.

4042-90 Civil Service Commission Budget Request Fiscal Year 1990-91. (Calendar Item No. 15)

Action: Preliminary budget information submitted. The Civil Service Commission Budget request for Fiscal Year 1990-91 to be before the Commission on February 5, 1990.

4048-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 10)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4049-90 Appeal of cancellation of certification and validation of Benjamin Gray, Class 9163 Transit Operator. (Calendar Item No. 17)

Action: Over to the meeting of February 5, 1990 at the request of the Public Utilities Commission.

6237-89 Request from John Giannini to strike portions of the record of the Civil Service Commission meeting of August 4, 1989. (Calendar Item No. 16)

January 8, 1990: Over to the meeting of January 22, 1990 at Mr. Giannini's request.

Action: Deny request.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 22, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Man Mun Lui, 2302 Orderly, 5/E-326, Department of Public Health, San Francisco General Hospital Medical Center, 12/12/89. (Calendar Item No. 26) (4)

Action: Over to the meeting of February 5, 1990 at the request of the Department of Public Health.

Hong Nguyen, 2320 Registered Nurse, 14/E-713, Department of Public Health, San Francisco General Hospital Medical Center, 10/1/89. (Calendar Item No. 27) (6)

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Not to be employed again by the Department of Public Health as a Class 2320 Registered Nurse.

Flor DeMaria Reyes, 8482 Crime Prevention Worker, 1/E-8, San Francisco Police Department, Community Services, Senior Escort, 12/7/89. (Calendar Item No. 25) (3)

January 8, 1990: Over to the meeting of January 22, 1990 at Ms. Reyes' request.

Action: Grant appeal. Disapprove Automatic Resignation. Reinstate to a position in Class 8482 Crime Prevention Worker.

Arthur Wade, 2908 Hospital Eligibility Worker, 3/CPE-1, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 28) (6)

Action: Over to the meeting of February 5, 1990 at the request of Local 535.

King Wang, 1458 Legal Secretary I, 8/CPE-22, Office of the District Attorney, 1/9/90. (Calendar Item No. 24) (5)

Action: Over to the meeting of March 5, 1990 at Ms. Wang's request.



GENERAL MANAGER'S REPORT (Calendar Item No. 12)

None.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 13)

Reports from the Decentralized Personnel Units to be calendared for Civil Service Commission review at a meeting in the near future.

INDIVIDUALS' REQUEST TO SPEAK (Calendar Item No. 29)

None.

ADJOURNMENT





# CITY AND COUNTY OF SAN FRANCISCO

# Civil Service Commission

Carlota Texidor del Portillo  
A. Lee Munson  
Cleo Donovan  
Grant S. Mickins  
Richard J. Tomoda

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

REGULAR MEETING - FEBRUARY 5, 1990

PART I - 2 P.M.

FEB 11 1990

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo  
Commissioner Tomoda

Commissioner Texidor del Portillo presided, but was not present during the deliberations and voting on Items 5, 11, 12, 16, 18, 19, 24, 25, 26, 28, 29, 30, 31, 32, 33, and 37.

Commissioner Munson presided over Items 5, 11, 12, 16, 18, 19, 24, 25, 26, 28, 29, 30, 31, 32, 33 and 37.

MINUTES: Regular Meeting of January 22, 1990

Action: Approve.

### ANNOUNCEMENTS:

1. Due to a conflict with the Washington's Birthday Holiday, the Civil Service Commission has cancelled its regular meeting of February 19, 1990.
2. The Civil Service Commission met in closed session on Monday, February 5, 1990 at 1 P.M. in Room 154C City Hall for the following reasons and under the authority of the sections of the California Government Code cited: (1) Section 54957 to discuss a personnel matter; and, (2) Section 54956.9 to discuss pending litigation.

Action: 1. Under Section 54957 - The Commission agreed to hear and determine charges for dismissal under Section 8.341 of the Charter of the City and County of San Francisco against Pin-Fen N. Jen, Class 1424 Clerk Typist, Department of Public Works, and John Wong, Class 7313 Automotive Machinist, Purchasing Department (Vote of 5 to 0).

2. Under Section 54956.9 - The Commission agreed to accept the proposed settlement as orally outlined by the City Attorney in the Hockersmith v. City and County of San Francisco litigation (Vote of 5 to 0).



CLASSIFICATION MATTERS

1021-90 Request to make temporary exempt appointments per Charter Section 8.300(5) in the Public Utilities Commission. (Calendar Item No. 5)

Action: Adopt staff report.

1. Approve the temporary exempt appointment of Jean Salek Camp in accordance with Charter Section 8.300(5), to Class 5502 Project Manager, I, effective February 5, 1990 until June 30, 1992.
2. Approve the temporary exempt appointment of David Sutter in accordance with Charter Section 8.300(5), to Class 5506 Project Manager III, effective February 5, 1990 until December 31, 1994.

1024-90 Classification of positions in various City departments. (Calendar Item No. 6)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Hetch Hetchy	1	5206 Assoc. Civil Engineer (Sch. 58.9 \$1618B1965)	Same
Public Health	4	1636 Health Care Billing Clerk II (Sch. 48.7 \$994B1203)	Same
S.F. Community College Distict	1	1446 Secretary II (Sch. 47.6 943B1141)	Same
	1	5265 Architectural Assoc. I (Sch. 56.7 \$1457B1765)	Same

Action: Adopt staff report.

1025-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
409-89/90	Airport	David Dubbink Associates
410-89/90	Airport	Galson Technical Services
411-89/90	Controller	G.E. Consulting Services
412-89/90	Controller	Pilot Executive Software
413-89/90	Parking & Traffic	Evensen Dodge, Inc./Charles A. Bell Securities Corp
414-89/90	Parking & Traffic	Orrick, Herrington & Sutcliffe/Pamela S. Jue, Esq.
415-89/90	Public Health	Center for Human Development, Inc.



CLASSIFICATION MATTERS (cont.)1025-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
416-89/90	Public Health	Regents of the University of Calif., Dept. of Psychiatry (SFGHMC)
417-89/90	Public Health	Sharon Mulgrew
418-89/90	Public Utilities	EIP Associates
419-89/90	Public Utilities	AGS, Inc.
420-89/90	Public Utilities	Camp Dresser & McKee, Inc.
421-89/90	Public Utilities	Water Resources Engineering, Inc.
422-90/90	Public Utilities	D & D Engineering
423-89/90	Public Works	Pei, Cobb, Freed, & Partners & Morris, Winkelstein, Simon, Martin-Vegue
424-89/90	Public Works	Henry L. Chapot & Associates
425-89/90	SFUSD	Environmental Innovations Corp.
426-89/90	SFUSD	Richard Julin & Associates
427-89/90	SFUSD	H. J. Brunnier Associates
428-89/90	Sheriff	Chris Schaefer
429-89/90	Sheriff	James Edward Nelson
430-89/90	Social Services	Central City Hospitality House
431-89/90	Social Services	American Red Cross

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2035-90

Reconsideration of staff denial from the Law Offices of Van Bourg, Weinberg, Roger and Rosenfeld for pay parity between Classes 5120, 5268, 5269, 5270, and 5273 in the architect series and comparable positions in the engineering series. (Calendar Item No. 13)

Action: Over to the meeting of March 5, 1990 at the request of the appellants' attorney.

2036-90

Reconsideration of staff denial of request from the Recreation and Park Department and United Public Employees, Local 790, for salary adjustment for Class 3208 Pool Lifeguard. (Calendar Item No. 20)

Action: Adopt staff report; deny request (Vote of 4 to 1: Commissioner Mickins dissents).



COMPENSATION MATTERS (cont.)

2043-90 Reconsideration of staff denial of request from Teamsters Union Local 856 for salary adjustment for Class 2462 Microbiologist. (Calendar Item No. 18)

Action: Adopt staff report; deny request.

2044-90 Reconsideration of staff denial of request from the Fine Arts Museums for salary adjustment for Class 3566 Executive Secretary, Museums. (Calendar Item No. 16)

Action: Adopt staff report as amended orally; grant internal adjustment to salary range closest to 3 1/2% and move Class 3566 Executive Secretary, Museums, to Management Assistant Benchmark.

2046-90 Reconsideration of staff denial of request from Local 250 Hospital and Health Care Workers Union for salary adjustment for Class 2402 Laboratory Helper and Class 2416 Bacteriological Laboratory Assistant. (Calendar Item No. 19)

Action: Adopt staff report as amended orally; deny request for Class 2402 Laboratory Helper; grant internal adjustment request for Class 2416 Bacteriological Laboratory Assistant to salary range closest to 2 1/2%.

2047-90 Reconsideration of staff denial of request from Fred Milligan on behalf of Class 2946 Senior Eligibility Worker Supervisors at the Department of Social Services and Department of Public Health for an internal salary adjustment. (Calendar Item No. 14)

Action: Over to the meeting of March 5, 1990 at the request of the Department of Social Services.

2049-90 Reconsideration of staff denial of request from the Airports Commission for internal adjustment for Class 3560 Director, Bureau of Exhibits and Cultural Education, Airport. (Calendar Item No. 17)

Action: Over to the meeting of March 5, 1990 at the request of the Airports Commission.

2051-90 Reconsideration of staff denial of request from S.E.I.U. Local 535 for salary adjustment for Class 2911 Eligibility Appeals Specialist. (Calendar Item No. 15)

Action: Over to the meeting of March 5, 1990 at the request of the Department of Social Services.

2052-90 Reconsideration of staff denial of request from International Federation of Professional and Technical Engineers, Local 21, for internal salary adjustments and other salary amendments. (Calendar Item No. 23)

Action: Over to the meeting of March 5, 1990 at the request of Local 21.



COMPENSATION MATTERS (cont.)

2053-90 Reconsideration of staff denial from Transport Workers Union, Local 250-A, for internal adjustments for the Environmental Health Inspector series. (Calendar Item No. 22)

Action: Over to the meeting of March 5, 1990 at the request of the Transport Workers Union, Local 250-A.

2054-90 Reconsideration of staff denial of request from United Public Employees, Local 790 for internal salary adjustments. (Calendar Item No. 21)

Action: Over to the meeting of March 5, 1990 at the request of Local 790.

2055-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Stewart Foreman 8183 Asst. Chief Attorney II	City Attorney	5	5
Martha Blake 8264 Forensic Document Examiner	Police	5	5
Andy Ynostroza 7258 Maintenance Machinist Supv. I	Purchasing	5	5
Toni Edwards 2320 Registered Nurse	Public Health S.F.G.H.M.C.	5	5
All Employees from List E-328 2302 Orderly	Public Health S.F.U.S.D.	2	2

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>Step REQUESTED</u>	<u>Step RECOMMENDED DURATION</u>
Ron Lathouwers 2143 Hospital Asst. Administrator	Public Health S.F.G.H.M.C.	2	2 12/31/90
Joyce Kuntz 2553 Director of Volunteer Services	Public Health L.H.H.	5	5 12/31/90
Sadie Aki 2785 Asst. General Services Manager	Public Health L.H.H.	5	5 12/31/90



COMPENSATION MATTERS (cont.)

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Donna Burchard 2785 Asst. General Services Manager	Public Health L.H.H.	5	5 12/31/90
Kathleen Hurley 1248 Asst. Div. Manager, Personnel	Police	5	5 12/31/90

Action: Adopt staff report.

2059-90 Actuarial study related to the Trust Fund established by Charter Section 8.404 for Fiscal Year 1989-90. (Calendar Item No. 24)

Action: Adopt actuarial study with amendment to Section V as noted orally to correct typographical error; transmit actuarial study to the Board of Supervisors; the General Manager, Public Utilities Commission; Employee Relations Division, Mayor's Office; and Representatives of the Transport Workers Union for review and meet and confer considerations.

EXAMINATION MATTERS

3018-90 Appeal of background rejection for Class Q2 Police Officer by Jesiros D. Bautista. (Calendar Item No. 26)

Action: Deny appeal; sustain the decision of the Chief of Police.

3186-89 Appeal of background rejection for Class Q2 Police Officer by John F. Martin. (Calendar Item No. 25)

January 8, 1990: Over to the meeting of January 22, 1990 at Mr. Martin's request.

January 22, 1990: Over to the meeting of February 5, 1990 at Mr. Martin's request.

Action: Deny appeal; sustain the decision of the Chief of Police.

IN-SERVICE MATTERS

4041-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for certain classes at the San Francisco Unified School District from six (6) months to one (1) year (Class 3532 Program Manager, KALW Radio Station, Class 3533 General Manager, KALW Radio Station and Class 7374 Chief Engineer, KALW Radio Station). (Calendar Item No. 9)

January 22, 1990: Post for adoption following meet and confer.

Action: Adopt.



IN-SERVICE MATTERS (cont.)

4042-90 Civil Service Commission Budget Request for Fiscal Year 1990-91. (Calendar Item No. 32)

January 22, 1990: Preliminary budget information submitted. The Civil Service Commission Budget request for Fiscal Year 1990-91 to be before the Commission on February 5, 1990.

Action: Adopt staff report. Approve recommendation of the General Manager, Personnel and forward to the Mayor

4049-90 Appeal of cancellation of certification and validation of Benjamin Gray, Class 9163 Transit Operator. (Calendar Item No. 28)

January 22, 1990: Over to the meeting of February 5, 1990 at the request of the Public Utilities Commission.

Action: Adopt staff report; deny appeal.

4102-90 Request from Public Utilities Commission - Water Department to fill a permanent vacancy in Class 2416 Bacteriological Laboratory Assistant from the eligible list established by the Department of Public Health. (Calendar Item No. 8)

Action: Adopt staff report; approve request.

4127-90 Proposed Charter Amendment (first draft) increasing the size of the Civil Service Commission. (Calendar Item No. 29)

Action: The Commission directed the General Manager, Personnel to notify the Board of Supervisors of the Commission's concern over this proposed Charter amendment. The Commission is unable to act at this time due to the fact that it has no information on which to base a decision, e.g., what problems will be solved by expanding the size of the various commissions including the Civil Service Commission? The Commission feels that changes as extensive as are being proposed should be made only after consultation with the commissions involved, after the commissions have had an opportunity to review the rationale for the proposal, and after taking into consideration the recommendations of all the commissions involved.

4128-90 Charter amendment (first draft) amending Section 8.100. Providing that all appointees to Charter or legislatively established Boards, Commissions, and Advisory Bodies be residents of San Francisco. (Calendar Item No. 30)

Action: 1. The Commission directed the General Manager, Personnel to notify the Board of Supervisors of the Commission's concern over this proposed Charter amendment. No information has been provided to the Commission to enable it to make an informed decision over this proposal; however, it feels that at least with respect to the Civil Service Commission it would be appropriate to continue to require a minimum period of residency in San Francisco in order to obtain individuals who have personal knowledge of conditions in the City and County of San Francisco.



IN-SERVICE MATTERS (cont.)

4128-90  
(cont.)

2. A strictly enforced and regulated waiver provision may be useful in some situations when recruitment of persons with specialized knowledge for a commission is difficult; however, a waiver of residency requirements should be used with great restraint to insure that individuals appointed to the various boards of the City and County of San Francisco have a personal stake in San Francisco.
3. With respect to reducing or eliminating residency requirements for elective officers, this proposal presents such serious problems in that it is so far-reaching that it is unlikely to have voter appeal.

4129-90 Request for Supplemental Appropriation, Fiscal Year 1989-90.  
(Calendar Item No. 32A)

Action: Adopt staff report; approve recommendation of the General Manager, Personnel and forward to the Mayor.

4130-90 Charter amendment (first draft) adding Section 3.502, establishing a policy that no board or commission shall be comprised of more than a simple majority of the same gender. (Calendar Item No. 31)

Action: The Commission directed the General Manager, Personnel to notify the Board of Supervisors that it is unable to make a decision on this proposed Charter amendment until it is provided with background information as to the problems which have led to this proposal.

4131-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 10)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4762-89 Appeal of the decision of the General Manager, Personnel, denying request by Anthony Smerdel to change his ethnicity identification from "White" to "Hispanic." (Calendar Item No. 27)

September 18, 1989: Off calendar. Civil Service Commission EEO Unit to notify the Assistant Secretary when prepared to proceed.



IN-SERVICE MATTERS (cont.)

4762-90

(cont.) October 16, 1989: Over to the meeting of November 6, 1989 at Mr. Smerdel's request (meeting recessed).

November 6, 1989: Off calendar at the request of Mr. Smerdel's attorney.

Action: Over to the meeting of March 5, 1990 at the joint request of Mr. Smerdel's attorney and the Civil Service Commission EEO Unit.

SPECIAL ORDER OF BUSINESS 4 P.M.

Hearing on Civil Service Charter provisions.

Topic I: Examination (excluding protests and appeals).

Carol Isen representing IFPTE Local 21 and Richard Perino representing himself as a Juvenile Probation Officer addressed the Commission.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 5, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Darrell S. Allen, 7410 Automotive Service Worker, 16/E-9, Purchasing Department, Central Shops, 11/28/89. (Calendar Item No. 38) (4)

January 8, 1990: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union.

Action: Over to the meeting of March 5, 1990 at the request of the Purchasing Department.

Michael Bones, 5310 Surveyor's Field Assistant, 11/E-8, Airports Commission, 12/12/89. (Calendar Item No. 41) (4)

January 8, 1990: Over to the meeting of February 5, 1990 at the request of Mr. Bones' attorney.

Action: Over to the meeting of March 5, 1990 at the request of Mr. Bones' attorney.

Larry Brooks, 9163 Transit Operator, 166/P-121, Public Utilities Commission, San Francisco Municipal Railway, 11/15/89. (Calendar Item No. 42) (7)

January 8, 1990: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union.

Action: Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service. Not to be employed again by the Public Utilities Commission.

Gwendolyn Dedmon, 9163 Transit Operator, 436/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/5/89. (Calendar Item No. 40) (7)

November 20, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union.

January 8, 1990: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union, Local 250-A.

Action: Over to the meeting of March 5, 1990 at the request of the Transport Workers Union.



Thomas Hutchings, 7344 Carpenter, 6/E-10, Public Utilities Commission, San Francisco Water Department, 9/6/89. (Calendar Item No. 39) (4)

October 2, 1989: Over to the meeting of November 6, 1989 at the request of Mr. Hutchings' attorney.

November 6, 1989: Over to the meeting of December 4, 1989 at the request of Mr. Hutchings' attorney.

December 4, 1989: Over to the meeting of January 8, 1990 at the request of the Public Utilities Commission.

January 8, 1990: Over to the meeting of February 5, 1990 at the request of Mr. Hutchings' attorney.

Action: Over to the meeting of March 5, 1990 at the request of Mr. Hutchings' attorney.

Man Mun Lui, 2302 Orderly, 5/E-326, Department of Public Health, San Francisco General Hospital Medical Center, 12/12/89. (Calendar Item No. 37) (4)

January 22, 1990: Over to the meeting of February 5, 1990 at the request of the Department of Public Health.

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Ivy Spivey, 9163 Transit Operator, 243/E-116, Public Utilities Commission, San Francisco Municipal Railway, 11/15/89. (Calendar Item No. 43) (7)

January 8, 1990: Over to the meeting of February 5, 1990 at Mr. Spivey's request.

Action: Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service as recommended by the Public Utilities Commission.

Jennifer Sykes, 2672 Children's Center Assistant, San Francisco Unified School District, 1/17/90. (Calendar Item No. 35) (1)

Action: Over to the meeting of March 5, 1990 at the request of the San Francisco Unified School District.

Arthur Wade, 2908 Hospital Eligibility Worker, 3/CPE-1, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 36) (6)

January 22, 1990: Over to the meeting of February 5, 1990 at the request Local 535

Action: Over to the meeting of March 5, 1990 at the request of Local 535.



GENERAL MANAGER'S REPORT. (Calendar Item No. 11)

Status of Board of Supervisors' Finance Committee deliberations regarding Civil Service Commission Five Year Action Plan.

Action:

1. Report presented along with Item 32 - the Civil Service Commission Budget Request for Fiscal Year 1990-91.
2. Adopt staff report; approve request for Supplemental Appropriation in the amount of \$532,247; forward to the Mayor.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 12)

Report from Civil Service Commission Representatives to the Joint Committee established by Proposition H - November, 1989 Election.

January 8, 1990: The President designated herself and Commissioner A. Lee Munson to represent the Civil Service Commission at the Joint Committee hearings.

Commissioner Munson reported on behalf of the two Civil Service Commission representatives.

INDIVIDUALS' REQUESTS TO SPEAK

None.

A D J O U R N M E N T





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo  
A. Lee Munson  
Cleo Donovan  
Grant S. Mickins  
Richard J. Tomoda

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

REGULAR MEETING – MARCH 5, 1990

PART I – 2 P.M.

Present: Commissioner Donovan  
Commissioner Mickins  
  
Commissioner Munson  
  
Commissioner Texidor del Portillo  
Commissioner Tomoda

(Items Missed: 1, 2, 3, 4,  
5, 6, 7, 8, 9, 10, 11, 12,  
13, and 34)  
(Items Missed: 29, 31, and  
34)

Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of February 5, 1990

Action: Approve.

### ANNOUNCEMENTS:

1. The Civil Service Commission will hold a Special Meeting on Monday, March 12, 1990 at 9 A.M. in Room 2C (Basement) City Hall for the following purposes related to Salary Standardization for Fiscal Year 1990-91:
  - a. to consider private sector wage data compiled by the Bay Area Salary Survey Committee (BASSC) pursuant to Charter Section 8.407;
  - b. to consider requests for internal adjustments for various classes;
  - c. to consider and transmit wage data and proposed schedules of compensation for 1990-91 Salary Standardization pursuant to Charter Sections 8.401, 8.407 and 8.407-1.
2. The General Manager, Personnel introduced the new Director of Training, Ann Godfrey.



CLASSIFICATION MATTERS

1033-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
432-89/90	Adult Probation	Jules Burstein, Ph.D.
433-89/90	Airport	Mason Tillman and Associates
434-89/90	Airport	Mary B. McNeil
435-89/90	Airport	Janis Bell
436-89/90	Arts Commission	Jean Lee Wong
437-89/90	Arts Commission	Devorah Major
438-89/90	Arts Commission	Elizabeth Kennedy
439-89/90	CAO	S.F. League of Urban Gardeners
440-89/90	Commission on the Status of Women	S.F. Bar Association Volunteer Legal Service Program
441-89/90	Controller	Public Financial Management, Inc. and Charles A. Bell Securities Corp.
442-89/90	Human Rights Commission	Antioch College: Yellow Springs, OH
443-89/90	Medical Examiner/Coroner	Physician Search Group
444-89/90	Police	Personnel Decisions, Inc.
445-89/90	Port	Government Finance Assoc. & Charles A. Bell Securities Corp.
446-89/90	Public Health	Bay Area Addiction Research and Treatment, Inc.
447-89/90	Public Health	MSC Psychiatric Services Corp.
448-89/90	Public Health	St. Mary's Hospital & Medical Center
449-89/90	Public Health	Transcription Stat, Inc.
450-89/90	Public Health	STS Supertypes Services
451-89/90	Public Health	Bay Area Medical Transcription Services
452-89/90	Public Health	St. Vincent's School for Boys
453-89/90	Public Health	Professional Telephone Enterprises
454-89/90	Public Health	Western Medical Services
455-89/90	Public Health	Cameron and Company



CLASSIFICATION MATTERS

1033-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
456-89/90	Public Health	Sequoia Hospital District, Redwood City
457-89/90	Public Health	University of California, San Francisco
458-89/90	Public Health	University of California, San Francisco
459-89/90	Public Utilities Commission	Environmental Internship Program/CA
460-89/90	Public Utilities Commission	Parsons Brinckerhoff Quade & Douglas, Inc.
461-89/90	Public Works	S.O.H. & Associates
462-89/90	Public Works	Anshen & Allen
463-89/90	Public Works	Analysts, Inc.
464-89/90	Public Works	National Safety Council Safety Training Institute
465-89/90	Purchasing	Bedford Consulting
466-89/90	SFUSD	Testing Engineers, Inc.
467-89/90	SFUSD	Testing Engineers, Inc.
468-89/90	SFUSD	Harding Lawson Associates
469-89/90	SFUSD	Signet Testing Laboratories
470-89/90	Social Services	Focal Point Productions
471-89/90	Social Services	Family School
472-89/90	Human Rights Commission	U.S. Government/ Intergovernmental Personnel Act
473-89/90	Public Utilities Commission	Clayton Environmental
474-89/90	Public Utilities Commission	Harding Lawson, Inc.
475-89/90	Public Utilities Commission	Ecology and Environmental

Action: Adopt staff report; notify the offices of the Controller  
and the Purchaser.



### CLASSIFICATION MATTERS

1034-90 Classification of positions in various City departments.  
(Calendar Item No. 5)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
PUC/MUNI	1	A945 Director of Community Affairs (\$2264B2752)	Establish Class 9148 Director of Community Affairs, Municipal Railway (J,Z Sch. 65.6 \$2242B2726) Draft class specification as detailed in the staff report.
Public Health/ Central Office	1	1426 Senior Clerk Typist (Sch. 45.6 \$858B1037)	Same
	1	1652 Senior Accountant (Sch. Z 52.3 \$1180B1429)	Same
City Planning	1	A009 Deputy Zoning Administrator (\$2401B2918)	Establish Class 5109 Deputy Zoning Administrator (J,Z Sch. 67.0 \$2401B2918) Draft class specification as detailed in the staff report.

Action: Adopt staff report.

1035-90 Amendment of class specification for Class 1512 Confidential Secretary and Executive Assistant to Public Defender.  
(Calendar Item No. 6)

Action: Adopt staff report; amend the class specification for Class 1512 Confidential Secretary and Executive Assistant to Public Defender (Z, Sch. 55.0 \$1342B1626). Amended class specification as detailed in the staff report.

### COMPENSATION MATTERS

2035-90 Reconsideration of staff denial from the Law Offices of Van Bourg, Weinberg, Roger and Rosenfeld for pay parity between Classes 5120, 5268, 5269, 5270, and 5273 in the architect series and comparable positions in the engineering series. (Calendar Item No. 17)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the appellants' attorney.

Action: 1. Grant internal adjustment of 1.0 steps to Class 5120 Architectural Administrator and 0.5 steps to Class 5273 Principal Architect.



COMPENSATION MATTERS (cont.)

2035-90  
(cont.)

2. Deny the balance of the request.

2045-90 Reconsideration of staff denial of a request from Transport Workers Union, Local 200 for a salary adjustment for Class 9135 Passenger Service Specialist. (Calendar Item No. 24)

Action: Over to the Special Meeting of March 12, 1990 at the request of the Transport Workers Union.

2047-90 Reconsideration of staff denial of request from Fred Milligan on behalf of Class 2946 Senior Eligibility Worker Supervisors at the Department of Social Services and Department of Public Health for an internal salary adjustment. (Calendar Item No. 18)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Department of Social Services.

Action: Grant Class 2946 Senior Eligibility Worker Supervisor an internal adjustment of 2.0 steps.

2049-90 Reconsideration of staff denial of request from the Airports Commission for internal adjustment for Class 3560 Director, Bureau of Exhibits and Cultural Education, Airport. (Calendar Item No. 19)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Airports Commission.

Action: Over to the Special Meeting of March 12, 1990 at the request of the Airports Commission.

2051-90 Reconsideration of staff denial of request from S.E.I.U. Local 535 for salary adjustment for Class 2911 Eligibility Appeals Specialist. (Calendar Item No. 20)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Department of Social Services.

Action: Adopt staff report; deny request.

2052-90 Reconsideration of staff denial of request from International Federation of Professional and Technical Engineers, Local 21, for internal salary adjustments and other salary amendments. (Calendar Item No. 21)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 21.

Action: 1. Request regarding Class 2556 Physical Therapist and related classes over to the Special Meeting of March 12, 1990.



COMPENSATION MATTERS (cont.)

2052-90  
(cont.)

2. The General Manager, Personnel directed to request of the Controller his plans to offer training to enable persons in the accounting series to transition into performance auditing classes.
3. Deny all other requests.

2053-90 Reconsideration of staff denial from Transport Workers Union, Local 250-A, for internal adjustments for the Environmental Health Inspector series. (Calendar Item No. 22)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Transport Workers Union, Local 250-A.

Action: Adopt staff report; deny request.

2054-90 Reconsideration of staff denial of request from United Public Employees, Local 790 for internal salary adjustments. (Calendar Item No. 16)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 790.

Action:

1. Request for Class 9212 Airfield Safety Officer over to the Special Meeting of March 12, 1990; the Commission requests that a representative from the Airports Commission be in attendance on this item.
2. Requests for Class 3450 Architectural Inspector and Class 2517 Jail Medical Technician denied.
3. Requests for Class 6108 Environmental Health Technician I and Class 6110 Environmental Health Technician II denied (Vote of 4 to 1: Commissioner Mickins dissents).

2079-90 Salary adjustments arising out of the Salary Standardization Process for 1990-91. (Calendar Item No. 23)

Action: Adopt staff report; notify and forward to the Board of Supervisors.

2082-90 Reconsideration of staff denial from Public Utilities Commission, Water Department to grant an internal adjustment to Classes 5162 Water Purification Division Manager and 5161 Water Purification Assistant Division Manager. (Calendar Item No. 25)

Action: Over to the Special Meeting of March 12, 1990 at the request of the Public Utilities Commission.



COMPENSATION MATTERS (cont.)

2083-90 Reconsideration of staff denial from Public Utilities Commission, San Francisco Municipal Railway for an internal adjustment to Class 7472 Wire Rope Cable Maintenance Mechanic. (Calendar Item No. 26)

Action: Over to the Special Meeting of March 12, 1990 at the request of staff due to late submission of information.

2089-90 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 8)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2090-90 Request for appointment above the entrance rate for various employees. (Calendar Item No. 7)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
David Anderson 3340 Zoo Director	Recreation and Park	5	5
Rina Cutler 1101 Director, Parking and Traffic Commission	Parking and Traffic Commission	5	5
Margaret Trezevant 2320 Registered Nurse	Public Health	5	5

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Deborah Walters 1446 Secretary II	Chief Administrative Officer	3	3 12/31/90
Peter Schumacher 1819 MIS Specialist III	Controller	3	3 12/31/90
Paula Connors 1665 Director, Patient Accounts	Public Health	4	4 12/31/90
Brian Katcher 2454 Clinical Pharmacist	Public Health	5	5 12/31/90
David Robinett 3339 Assistant Zoo Director	Recreation and Park	5	5 12/31/90

Action: Adopt staff report.



EXAMINATION MATTERS

3014-90 Appeal of rejection from Class Q2 Police Officer by Glenn A. Ortega. (Calendar Item No. 27)

Action: Over to the meeting of April 2, 1990 at the request of Mr. Ortega's attorney.

3055-90 Request to issue Class 2940 Child Welfare Worker examination announcement promotive only and require specialized experience in Class 2910 Social Worker or in Class 2912 Senior Social Worker. (Calendar Item No. 13)

Action: Adopt staff report; issue Class 2940 Child Welfare Worker examination announcement promotive only requiring two years of long term placement experience in Family and Children's Services in Class 2910 or Class 2912.

IN-SERVICE MATTERS

4264-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 7470 Watershed Keeper from six (6) months to one (1) year. (Calendar Item No. 9)

Action: Post for adoption following meet and confer.

4273-90 Appeal of the decision of the General Manager, Personnel to place Hugh Macbeth under waiver for positions in Class 2932 Senior Psychiatric Social Worker which require six (6) months experience performing direct clinic services with the HIV population. (Calendar Item No. 29)

Action: Off calendar. Mr. Macbeth to submit all information regarding his credentials toward meeting this waiver for evaluation by Civil Service Commission staff.

4274-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 1125 Division Manager, Registrar of Voters from six (6) months to one (1) year. (Calendar Item No. 10)

Action: Post for adoption following meet and confer.

4276-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 11)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.



IN-SERVICE MATTERS (cont.)

4282-90 Backdated reappointment of Walter M. Wilson to allow for restoration of salary step, sick pay credits and vacation accrual rate based on anniversary date of February 23, 1972. (Calendar Item No. 12)

Action: Approve request. Backdate reappointment to allow Walter M. Wilson to maintain his original anniversary date of February 23, 1972.

4762-89 Appeal of the decision of the General Manager, Personnel, denying request by Anthony Smerdel to change his ethnicity identification from "White" to "Hispanic." (Calendar Item No. 28)

September 18, 1989: Off calendar. Civil Service Commission EEO Unit to notify the Assistant Secretary when prepared to proceed.

October 16, 1989: Over to the meeting of November 6, 1989 at Mr. Smerdel's request (meeting recessed).

November 6, 1989: Off calendar at the request of Mr. Smerdel's attorney.

February 5, 1990: Over to the meeting of March 5, 1990 at the joint request of Mr. Smerdel's attorney and the Civil Service Commission EEO Unit.

Action: Adopt staff report; deny appeal (Vote of 4 to 1: Commissioner Texidor del Portillo dissents).



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 5, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Darrell S. Allen, 7410 Automotive Service Worker, 16/E-9, Purchasing Department, Central Shops, 11/28/89. (Calendar Item No. 33) (4)

January 8, 1990: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Purchasing Department.

Action: Off calendar at the request of the Purchasing Department.

Michael A. Benson, 2708 Custodian, 84/E-4, Recreation and Park Commission, 1/9/90. (Calendar Item No. 38) (4)

Action: Over to the meeting of March 19, 1990 at the request of Local 790.

Michael Bones, 5310 Surveyor's Field Assistant, 11/E-8, Airports Commission, 12/12/89. (Calendar Item No. 41) (4)

January 8, 1990: Over to the meeting of February 5, 1990 at the request of Mr. Bones' attorney.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Mr. Bones' attorney.

Action: Off calendar at the request of the Airports Commission.

Gregory Curriyan, 7367 Radio Technician, 6/E-11, Airports Commission, 1/1/90. (Calendar Item No. 35) (4)

Action: Over to the meeting of April 2, 1990 at Mr. Curriyan's request.

Gwendolyn Dedmon, 9163 Transit Operator, 436/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/5/89. (Calendar Item No. 40) (7)

November 20, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union.



January 8, 1990: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union, Local 250-A.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Transport Workers Union.

Action: Over to the meeting of April 2, 1990 at the request of the Transport Workers Union.

Diane Dorsey, 1424 Clerk Typist, 5/E-254, Airports Commission, 1/1/90. (Calendar Item No. 43) (6)

Action: Accept the resignation as certified. Not to be employed again by the Airports Commission.

William L. Gorwood, 8205 Institutional Police Sergeant, 15/CPE-4, San Francisco War Memorial and Performing Arts Center, 1/18/90. (Calendar Item No. 37) (4)

Action: Over to the meeting of March 19, 1990 at the request of the War Memorial.

Thomas Hutchings, 7344 Carpenter, 6/E-10, Public Utilities Commission, San Francisco Water Department, 9/6/89. (Calendar Item No. 34) (4)

October 2, 1989: Over to the meeting of November 6, 1989 at the request of Mr. Hutchings' attorney.

November 6, 1989: Over to the meeting of December 4, 1989 at the request of Mr. Hutchings' attorney.

December 4, 1989: Over to the meeting of January 8, 1990 at the request of the Public Utilities Commission.

January 8, 1990: Over to the meeting of February 5, 1990 at the request of Mr. Hutchings' attorney.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Mr. Hutchings' attorney.

Action: Return name to reemployment register. The Commission retains jurisdiction over this matter and will make a final determination upon receipt of the investigatory report by the District Attorney's Office.

Amelia Kan, 1632 Senior Account Clerk, 37/CPE-1, Recreation and Park Commission, 12/7/89. (Calendar Item No. 39) (7)

January 8, 1990: Over to the meeting of March 5, 1990 at tMs. Kan's request.

Action: Over to the meeting of March 19, 1990 at the request of Local 790.



Mary K. Patasaw, 2302 Orderly, 6/E-239, Department of Public Health, San Francisco General Hospital Medical Center, 12/28/89. (Calendar Item No. 42) (7)

Action: Off calendar at the request of Local 250. Ms. Patasaw to notify the Assistant Secretary when prepared to proceed. Ms. Patasaw to remain ineligible for all City and County employment pending final determination by the Civil Service Commission.

Jennifer Sykes, 2672 Children's Center Assistant, San Francisco Unified School District, 1/17/90. (Calendar Item No. 32) (1)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the San Francisco Unified School District.

Action: Over to the meeting of March 19, 1990 at the request of Local 790.

Arthur Wade, 2908 Hospital Eligibility Worker, 3/CPE-1, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 44) (6)

January 22, 1990: Over to the meeting of February 5, 1990 at the request Local 535

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 535.

Action: Off calendar at the request of Local 535. Mr. Wade to notify the Assistant Secretary when prepared to proceed. Mr. Wade to remain ineligible for all City and County employment pending final determination by the Civil Service Commission.

King Wang, 1458 Legal Secretary I, 8/CPE-22, Office of the District Attorney, 1/9/90. (Calendar Item No. 31) (5)

January 22, 1990: Over to the meeting of March 5, 1990 at Ms. Wang's request.

Action: Approve. Return name to eligible list for Class 1458 Legal Secretary I. Reinstate to a position in the class from which promoted in Class 1446 Secretary II. Not to be employed again by the Office of the District Attorney.

Steve C. Ward, 7372 Stationary Engineer, Sewage Plant, 28/E-32, Department of Public Works, 1/5/90. (Calendar Item No. 36) (4)

Action: Off calendar at the request of the Department of Public Works.



GENERAL MANAGER'S REPORT. (Calendar Item No. 14)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 15)

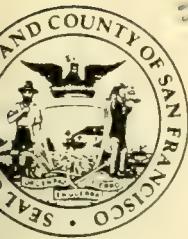
None.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 46)

None.

A D J O U R N M E N T





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo  
A. Lee Munson  
Cleo Donovan  
Grant S. Mickins  
Richard J. Tomoda

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## SPECIAL MEETING MINUTES

MARCH 5, 1990

ROOM 282, SECOND FLOOR, CITY HALL

2 P.M.

DOCUMENTS DEPT.

City of SAN FRANCISCO  
CIVIL SERVICE COMMISSION

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo  
Commissioner Tomoda

### ITEM NO.

#### IN-SERVICE MATTERS

(1) Report and Recommendation from the Joint Committee established by Proposition H (November, 1989 election) regarding the transfer of sick leave credits. (File No. 4301-90)

January 8, 1990: The President designated herself and Commissioner A. Lee Munson to represent the Civil Service Commission at the Joint Committee hearings.

Action: Approve recommendation of the Joint Committee; notify the Board of Supervisors.





CITY AND COUNTY OF SAN FRANCISCO  
**Civil Service Commission**

Carlota Texidor del Portillo  
A. Lee Munson  
Cleo Donovan  
Grant S. Mickins  
Richard J. Tomoda

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## SPECIAL MEETING MINUTES

MARCH 12, 1990

DOCUMENTS DRAFTED

9:30 A.M.

1990-03-12-1

SAN FRANCISCO  
CIVIL SERVICE COMMISSION

Present: Commissioner Mickins  
Commissioner Munson  
Commissioner Tomoda

Excused: Commissioner Donovan  
Commissioner Texidor del Portillo

Commissioner Munson presided

### COMPENSATION MATTERS

2103-90 Reconsideration of staff denial of a request from Neyhart, Anderson, Nussbaum, Reilly and Freitas for a salary adjustment for certain classes represented by the Laborers Union, Electricians Union and the Sheet Metal Workers Union. (Calendar Item No. 1)

Action:

1. The Commission directed the staff to make a proposal to rebench classifications on several current benchmarks - Laborers, Electricians, Carpenters and Sheet Metal Workers - and to meet and confer on the proposal with the concerned employee organizations.
2. Indicate in the salary report to the Board of Supervisors that the classifications involved are subject to further review.

Local 21 disassociated itself from this proposal.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO  
**Civil Service Commission**



Carlota Texidor del Portillo  
A. Lee Munson  
Cleo Donovan  
Grant S. Mickins  
Richard J. Tomoda

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

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## SPECIAL MEETING MINUTES

MARCH 12, 1990

9 A.M.

**Present:** Commissioner Mickins  
Commissioner Munson  
Commissioner Tomoda

**Excused:** Commissioner Donovan  
Commissioner Texidor del Portillo

Commissioner Munson presided

ANNOUNCEMENT:

The Civil Service Commission met with the City Attorney in closed session today at 9 A.M. in Room 154C City Hall pursuant to Section 54956.9 (b)(1) of the Government Code of the State of California to discuss potential litigation. Commissioners Munson, Mickins and Tomoda were present. No action was taken.

COMPENSATION MATTERS

2045-90      Reconsideration of staff denial of a request from Transport Workers Union, Local 200 for a salary adjustment for Class 9135 Passenger Service Specialist. (Calendar Item No. 2)  
  
March 5, 1990:      Over to the Special Meeting of March 12, 1990 at the request of the Transport Workers Union.  
  
Action:      Off calendar. No action taken.

2049-90      Reconsideration of staff denial of request from the Airports Commission for internal adjustment for Class 3560 Director, Bureau of Exhibits and Cultural Education, Airport. (Calendar Item No. 3)  
  
February 5, 1990:      Over to the meeting of March 5, 1990 at the request of the Airports Commission.  
  
March 5, 1990:      Over to the Special Meeting of March 12, 1990 at the request of the Airports Commission.  
  
Action:      Over to the meeting of March 19, 1990. Staff to investigate appropriateness of present classification.



COMPENSATION MATTERS (cont.)

2052-90 Reconsideration of staff denial of request from International Federation of Professional and Technical Engineers, Local 21, for internal salary adjustments and other salary amendments. (Calendar Item No. 1)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 21.

March 5, 1990: 

1. Request regarding Class 2556 Physical Therapist and related classes over to the Special Meeting of March 12, 1990.
2. The General Manager, Personnel directed to request of the Controller his plans to offer training to enable persons in the accounting series to transition into performance auditing classes.
3. Deny all other requests.

Action: 

1. Suspend use of Class 2556 Physical Therapist benchmark for one year.
2. Move all classes currently on the Class 2556 Physical Therapist benchmark to the Class 2312 Licensed Vocational Nurse benchmark.
3. Grant 1.0 step internal adjustment to the following classes:  
Class 2548 Occupational Therapist  
Class 2550 Senior Occupational Therapist  
Class 2556 Physical Therapist  
Class 2558 Senior Physical Therapist  
Class 2560 Rehabilitation Counselor
4. Undertake a classification study of the Occupational Therapist, Physical Therapist and related classes with a view toward increasing career opportunities and emulating practices in other agencies and institutions to be completed prior to the 1991-1992 Salary Survey.
5. Reinstate first step salary appointment for Class 2548 Occupational Therapist and Class 2556 Physical Therapist.

2054-90 Reconsideration of staff denial of request from United Public Employees, Local 790 for internal salary adjustments. (Calendar Item No. 4)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 790.

March 5, 1990: 

1. Request for Class 9212 Airfield Safety Officer over to the Special Meeting of March 12, 1990; the Commission requests that a representative from the Airports Commission be in attendance on this item.
2. Requests for Class 3450 Architectural Inspector and Class 2517 Jail Medical Technician denied.



COMPENSATION MATTERS (cont.)

2054-90  
(cont.)

3. Requests for Class 6108 Environmental Health Technician I and Class 6110 Environmental Health Technician II denied (Vote of 4 to 1: Commissioner Mickins dissents).

Action: 1. Grant Class 9212 Airfield Safety Officer a 1.0 internal adjustment.

2. Staff directed to conduct a classification study of Class 9212 Airfield Safety Officer; study to be completed by July 1, 1990.

2082-90

Reconsideration of staff denial from Public Utilities Commission, Water Department to grant an internal adjustment to Classes 5162 Water Purification Division Manager and 5161 Water Purification Assistant Division Manager. (Calendar Item No. 5)

March 5, 1990: Over to the Special Meeting of March 12, 1990 at the request of the Public Utilities Commission.

Action: Off calendar. No action taken.

2083-90

Reconsideration of staff denial from Public Utilities Commission, San Francisco Municipal Railway for an internal adjustment to Class 7472 Wire Rope Cable Maintenance Mechanic. (Calendar Item No. 6)

March 5, 1990: Over to the Special Meeting of March 12, 1990 at the request of staff due to late submission of information.

Action: 1. Adopt staff report; deny request.

2. Notify the Mayor's Employee Relations Division that the Commission supports the request for premium pay for this class.

2093-90

Reconsideration of staff denial of a request from William Lehew for an internal adjustment for Class 9241 Airport Electrician Supervisor. (Calendar Item No. 7)

Action: Adopt staff report; deny request.

2096-90

Salary Standardization, 1990-91, adjustments and amendments: inclusion of private sector salary data and latest public sector data: final benchmark salary recommendations. (Calendar Item No. 9)

Action: 1. Item 5 of staff report regarding Class 1235 Affirmative Action Coordinator off calendar.

2. Indicate in the salary report to the Board of Supervisors that the position of Sheriff is subject to further review.



COMPENSATION MATTERS (cont.)

2096-90  
(cont.)

3. Deny request of Local 3 regarding data for Class 7328 Operating Engineer, Universal.
4. Deny request of Local 21 regarding inclusion of San Mateo County data.
5. Adopt staff report on all other items.

2101-90 Reconsideration of staff denial of a request from employees in Class 1231 Associate Affirmative Action Coordinator for an internal salary adjustment. (Calendar Item No. 8)

Action: Adopt staff report; deny request.

A D J O U R N M E N T





CITY AND COUNTY OF SAN FRANCISCO  
**Civil Service Commission**

Carlota Texidor del Portillo  
A. Lee Munson  
Cleo Donovan  
Grant S. Mickins  
Richard J. Tomoda

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

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REGULAR MEETING - MARCH 19, 1990

PART I - 2 P.M.

Present: Commissioner Donovan (Items Missed: 19, 21 and 25)  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo  
Commissioner Tomoda

Commissioner Texidor del Portillo presided

MINUTES: Regular Meeting of March 5, 1990

Action: Approve.

ANNOUNCEMENTS:

The Civil Service Commission met with the City Attorney in closed session on Monday, March 19, 1990 at 1 P.M. in Room 154C City Hall pursuant to Section 54956.9(b)(1) of the Government Code of the State of California to discuss potential litigation. Present were Commissioners Texidor del Portillo, Munson, Donovan, Mickins and Tomoda. No action was taken.

CLASSIFICATION MATTERS

1044-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
476-89/90	Airport	John F. Brown Company
477-89/90	Human Rights Commission	Stanford Mid-Peninsula Urban Coalition Operation Sentinel
478-89/90	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc. (Bayview Drug Treatment)



CLASSIFICATION MATTERS1044-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
479-89/90	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc. (Center for Problem Drinkers)
480-89/90	Public Health	Chemical Awareness & Treatment Services, Inc.
481-89/90	Public Health	Haight Ashbury Free Clinics, Inc. (Haight Ashbury Alcohol Treatment Services)
482-89/90	Public Health	North of Market Senior Services, Inc.
483-89/90	Public Health	S.F. Pretrial Diversion Project, Inc.
484-89/90	Public Health	Damon Clinical Laboratories
485-89/90	Public Health	Bay Area Portable, Inc.
486-89/90	Public Health	Communication & Language Line, Inc.
487-89/90	Public Health	Asian American Health Forum
488-89/90	Public Utilities Commission	Bookman-Edmondston Engineering, Inc.
489-89/90	Public Utilities Commission	Stone & Webster Management Consultants
490-89/90	Public Works	Anlab
491-89/90	SFUSD	Hardison Komatsu Ivelich Tucker
492-89/90	SFUSD	Gerson/Overstreet
493-89/90	SFUSD	Simon Martin/SMWM
494-89/90	SFUSD	EKONA
495-89/90	SFUSD	Peters, Clayberg & Caulfield/IDG
496-89/90	SFUSD	Gordon Chong & Associates
497-89/90	SFUSD	Robert Wong Associates
498-89/90	SFUSD	Finger and Moy Architects
499-89/90	SFLSD	Levikow and Associates
500-89/90	SFUSD	Joseph Chow and Associates
501-89/90	SFUSD	Grossman/Gutierrez
502-89/90	SFUSD	Foster Engineering, Inc.
503-89/90	SFUSD	Foster Engineering, Inc.
504-89/90	Social Services	Tenderloin Housing Clinic (THC)



CLASSIFICATION MATTERS

1044-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
505-89/90	Social Services	Tenderloin Housing Clinic (THC)
506-89/90	Social Services	Travelers Aid of San Francisco
507-89/90	Social Services	To Be Named Later
508-89/90	Social Services	Catholic Charities
509-89/90	Public Works	Chorssen Associates
510-89/90	Public Works	Chorssen Associates
511-89/90	Public Works	Chorssen Associates
512-89/90	Public Works	Clayton Environmental Consultants

Action:

1. Contract Number 507-89/90 off calendar at the request of the Department of Social Services.
2. Adopt staff report on the remaining contracts; notify the offices of the Controller and the Purchaser.

1045-90 Classification of positions in various City departments.  
(Calendar Item No. 5)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Utilities Commission	1	A918 Manager of Elderly & Handicapped Services (J \$2066B2066)	Establish Class 9146 Manager, Elderly and Handicapped Programs, Municipal Railway (J, Z Sch. 59.9 \$1698B2063). Draft class specification as detailed in the staff report.
Social Services	33	2940 Child Welfare Worker (Sch. 55.1 \$1349B1634)	Same
Rent Arbitration	4	A996 Rent Board Hearing Officer (J \$1528B1853)	Establish Class 8162 Rent Board Hearing Officer (Sch. 57.7 \$1528B1853). Draft class specification as detailed in the staff report.



CLASSIFICATION MATTERS

<u>1045-90</u> (cont.)	<u>Department</u>	<u>No.</u> <u>Pos.</u>	<u>Budgeted Class</u> <u>and Rate</u>	<u>Recommended</u> <u>Class</u>
Public Health/ Central Office	1	1656 Head Accountant (Sch. 58.6 \$1596B1936)	Same	
	1	1866 Systems & Procedures Supervisor (Sch. 62.9 \$1965B2388)	Same	
Public Health/ Laguna Honda Hospital	1	2233 Supervising Physician Specialist (Sch. 70.0 \$2779B3378)	Same	
	1	1428 Ward Clerk (Sch. 46.8 \$908B1099)	Same	
	1	2112 Medical Records Technician (Sch. 48.8 \$998B1208)	Same	
	1	2230 Physician Specialist (Sch. 67.5 \$2459B2989)	Same	
	1	2230 Physician Specialist (Sch. 67.5 \$2459B2989)	Same	
	14	2302 Orderly (Sch. 46.4 \$891B1078)	Same	
	4	2312 Licensed Vocational Nurse (Sch. 47.8 \$952B1152)	Same	
	1	2495 Senior Radiologic Technician (Sch. 53.4 \$1243B1506)	Same	
Public Health/ Laguna Honda Hospital (cont.)	1	2536 Respiratory Care Practitioner (Sch. 49.8 \$1047B1267)	Same	
	1	2604 Food Service Worker (Sch. 43.4 \$773B934)	Same	
	1	2736 Porter  (Sch. 43.9 \$792B956)	Same	
	1	2774 Senior Sewing Technician (Sch. 45.6 \$858B1037)	Same	
	1	2908 Hospital Eligibility Worker (Sch. 48.9 \$1003B1214)	Same	
	10	2320 Registered Nurse (\$1538.40B1800)	Same	
	1	2322 Head Nurse (\$1791B2243)	Same	
Public Health/ SFGH	1	A940 Operations Analyst (\$1226B1484)	1840 Junior Management Assistant (Sch. 50.6 \$1088B1316)	



CLASSIFICATION MATTERS

1045-90  
(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ CMHS	1	1426 Senior Clerk Typist (Sch. 45.6 \$858B1037)	Same

Action: Adopt staff report.

MAR 23 1990

1046-90 Establishment of a new classification of 7337 Maintenance Machinist Assistant Supervisor. (Calendar Item No. 6)

Action: Adopt staff report.

1. Establish a new classification of 7337 Maintenance Machinist Assistant Supervisor (Sch. J 58.1 \$1558B1890).
2. Advise the Civil Service Examination Unit to administer an examination for the new classification.
3. Advise the Purchaser to include a position in the new class in its Fiscal Year 1990-91 Budget.

COMPENSATION MATTERS

2049-90 Reconsideration of staff denial of request from the Airports Commission for internal adjustment for Class 3560 Director, Bureau of Exhibits and Cultural Education, Airport. (Calendar Item No. 13)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Airports Commission.

March 5, 1990: Over to the Special Meeting of March 12, 1990 at the request of the Airports Commission.

March 12, 1990: Over to the meeting of March 19, 1990. Staff to investigate appropriateness of present classification.

Action: Grant Class 3560 Director, Bureau of Exhibits and Cultural Education, Airport, a 1.0 step internal adjustment.

2096-90 Addendum to File No. 2096-90:

Salary Standardization, 1990-91, adjustments and amendments: inclusion of private sector salary data and latest public sector data: final benchmark salary recommendations. (Calendar Item No. 14)

March 12, 1990: Indicate in the salary report to the Board of Supervisors that the position of Sheriff is subject to further review.

Action: Adopt addendum report; forward to the Board of Supervisors.

1. Grant Class 8350 Sheriff an internal adjustment of 7 percent (Vote of 4 to 1: Commissioner Tomoda dissents).



CLASSIFICATION MATTERS

1045-90  
(cont.)

<u>Department</u>	<u>No.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ CMHS	1	1426 Senior Clerk Typist (Sch. 45.6 \$858B1037)	Same

Action: Adopt staff report.

1046-90 Establishment of a new classification of 7337 Maintenance Machinist Assistant Supervisor. (Calendar Item No. 6)

Action: Adopt staff report.

1. Establish a new classification of 7337 Maintenance Machinist Assistant Supervisor (Sch. J 58.1 \$1558B1890).
2. Advise the Civil Service Examination Unit to administer an examination for the new classification.
3. Advise the Purchaser to include a position in the new class in its Fiscal Year 1990-91 Budget.

COMPENSATION MATTERS

2049-90

Reconsideration of staff denial of request from the Airports Commission for internal adjustment for Class 3560 Director, Bureau of Exhibits and Cultural Education, Airport. (Calendar Item No. 13)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Airports Commission.

March 5, 1990: Over to the Special Meeting of March 12, 1990 at the request of the Airports Commission.

March 12, 1990: Over to the meeting of March 19, 1990. Staff to investigate appropriateness of present classification.

Action: Grant Class 3560 Director, Bureau of Exhibits and Cultural Education, Airport, a 1.0 step internal adjustment.

2096-90 Addendum to File No. 2096-90:

Salary Standardization, 1990-91, adjustments and amendments: inclusion of private sector salary data and latest public sector data: final benchmark salary recommendations. (Calendar Item No. 14)

March 12, 1990: Indicate in the salary report to the Board of Supervisors that the position of Sheriff is subject to further review.

Action: Adopt addendum report; forward to the Board of Supervisors.

1. Grant Class 8350 Sheriff an internal adjustment of 1.2 steps (Vote of 4 to 1: Commissioner Tomoda dissents).



COMPENSATION MATTERS (cont.)

2096-90  
(cont.)

2. Provide final salary increase for Class 8214 Parking Control Officer benchmark for Fiscal Year 1990-91. This was referred back to the Civil Service Commission by the Board of Supervisors.
3. Grant 1.0 step internal adjustment to the following Classes:

Class 2538 Audiometrist  
Class 2540 Audiologist  
Class 2542 Speech Pathologist  
Class 2555 Physical Therapist Assistant

IN-SERVICE MATTERS

4140-90 Appeal of rejection from Class 9163 Transit Operator by Kenneth Block. (Calendar Item No. 16)

Action: Over to the meeting of April 2, 1990 at Mr. Block's request.

4264-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 7470 Watershed Keeper from six (6) months to one (1) year. (Calendar Item No. 7)

March 5, 1990: Post for adoption following meet and confer.

Action: Adopt.

4274-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 1125 Division Manager, Registrar of Voters from six (6) months to one (1) year. (Calendar Item No. 8)

March 5, 1990: Post for adoption following meet and confer.

Action: Adopt.

4353-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 10)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.



IN-SERVICE MATTERS (cont.)

4362-90 Determination of future employability of Darrell Allen.  
(Calendar Item No. 15)

Action: Adopt staff report as amended; cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three (3) years work experience outside the City and County service.

4675-89 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 4260 Real Property Appraiser Trainee, from six months to one (1) year. (Calendar Item No. 9)

August 7, 1989: Post for adoption following meet and confer.

Action: Adopt.

SPECIAL ORDER OF BUSINESS AT 5 P.M.

Hearing on Civil Service Charter provisions.

Topic I: Examination Issues - Excluding Protests and Appeals.

The following persons addressed the Commission:

Sam Yockey, Controller  
Julia Lopez, General Manager, Department of Social Services  
Joyce Ream, Executive Director, Commission on Aging  
Claude Everhart, Deputy Mayor, Mayor's Office  
James Ilnicki, Airport  
Robert Tecco, Purchasing  
Carol Sam, Recreation and Park  
John Maguire, San Francisco Public Library  
Alice Villagomez, Department of Public Health  
Maggie Jacobsen, Mayor's Employee Relations Division  
Tod Cochran, Local 790  
Ursula Sass-Bellamy, Local 790  
Alice Cooper, Local 790  
Charles Mann, Local 790



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 19, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Lolita Arcia, 2302 Orderly, 120/E-309, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 23) (6)

Action: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

Michael A. Benson, 2708 Custodian, 84/E-4, Recreation and Park Commission, 1/9/90. (Calendar Item No. 21) (4)

March 5, 1990: Over to the meeting of March 19, 1990 at the request of Local 790.

Action: Return name to eligible list for Class 2708 Custodian. Not to be employed again by the Recreation and Park Commission.

Florence J. Comeaux, 2312 Licensed Vocational Nurse, 41/E-78, Department of Public Health, Laguna Honda Hospital, 11/29/89. (Calendar Item No. 24) (6)

Action: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

William L. Gorwood, 8205 Institutional Police Sergeant, 15/CPE-4, San Francisco War Memorial and Performing Arts Center, 1/18/90. (Calendar Item No. 20) (4)

March 5, 1990: Over to the meeting of March 19, 1990 at the request of the War Memorial.

Action: Over to the meeting of April 2, 1990 at Mr. Gorwood's request. (Special Order of Business at 3 P.M.).

Amelia Kan, 1632 Senior Account Clerk, 37/CPE-1, Recreation and Park Commission, 12/7/89. (Calendar Item No. 25) (7)

January 8, 1990: Over to the meeting of March 5, 1990 at Ms. Kan's request.



March 5, 1990: Over to the meeting of March 19, 1990 at the request of Local 790.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Recreation and Park Commission. The Commission directed the General Manager, Personnel to assist Ms. Kan in obtaining counseling, if she requests assistance.

Andre Rouleau, 2320 Registered Nurse, 6/E-849, Department of Public Health, Laguna Honda Hospital, 2/5/90. (Calendar Item No. 22) (4)

Action: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

Jennifer Sykes, 2672 Children's Center Assistant, San Francisco Unified School District, 1/17/90. (Calendar Item No. 19) (1)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the San Francisco Unified School District.

March 5, 1990: Over to the meeting of March 19, 1990 at the request of Local 790.

Action: Approve the separation. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Experience acquired prior to the effective date of the termination may apply toward fulfilling the work experience requirement.

#### GENERAL MANAGER'S REPORT (Calendar Item No. 11)

Request for internal adjustments for several classes on the Carpenter, General Laborer and Electrician benchmark represented by Neyhart, Anderson, Nussbaum, Reilly and Freitas to reestablish 1988-89 relationships to benchmark classes. (File No. 2103-90)

Action: Deny request.

#### COMMISSIONERS' NEW BUSINESS (Calendar Item No. 12)

1. The Commission will consider a report from the Department of Public Health Decentralized Personnel Unit at its next meeting, Monday, April 2, 1990 as a Special Order of Business at 4 P.M.
2. President Texidor del Portillo appointed Commissioner Tomoda as a Committee of One to review existing policies and procedures on personal services contracts and to report back to the Commission.
3. President Texidor del Portillo appointed Commissioner Tomoda as a Committee of One to review existing policies and procedures on the salary standardization process and to report back to the Commission.



INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 26)

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO  
**Civil Service Commission**



Carlota Texidor del Portillo  
A. Lee Munson  
Cleo Donovan  
Grant S. Mickins  
Richard J. Tomoda

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

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REGULAR MEETING - APRIL 2, 1990

PART I - 2 P.M.

Present: Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo

Excused: Commissioner Donovan

Commissioner Texidor del Portillo presided

MINUTES: A. Special Meeting of March 12, 1990 (9 A.M.)  
B. Special Meeting of March 12, 1990 (9:30 A.M.)  
C. Regular Meeting of March 19, 1990

Action: Approve.

ANNOUNCEMENTS:

The Civil Service Commission met with the City Attorney in closed session on Monday, April 2, 1990 at 1 P.M. in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to discuss pending litigation in the matter of Loomis, et al. versus Silverman, et al. (Superior Court No. 811-096). Commissioner Texidor del Portillo, Mickins, Munson and Tomoda were present. No action was taken.

CLASSIFICATION MATTERS

1051-90 Classification of positions in various City departments.  
(Calendar Item No. 5)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Central Office	1	1426 Senior Clerk Typist (Sch. 45.6 \$858B1037)	Same
	1	1446 Secretary II (Sch. 47.6 \$943B1141)	Same



CLASSIFICATION MATTERS (cont.)

1051-90 (cont.)	<u>Department</u>	No. Pos.	Budgeted Class and Rate	Recommended Class
	Public Health/ Central Office (cont.)	1	1720 Data Entry Operator (Sch. 42.2 \$731B882)	Same
	Public Health/ SFGH	1	A758 Director of Financial Operations (Sch. 67.3 \$2435B2960)	2143 Hospital Assistant Administrator (Sch. 65.3 \$2209B2685)

Action:

1. Matter related to A758 Director of Financial Operations off calendar at the request of the Department of Public Health.
2. Adopt staff report on the remaining three positions.

1052-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
513-89/90	Fire	University of California, San Francisco
514-89/90	Fire	Aileen C. Hernandez Associates
515-89/90	Human Rights Commission	Psychological and Human Resources, Inc.
516-89/90	Public Health	Baker Places, Inc.
517-89/90	Public Health	Haight Ashbury Free Clinics, Inc. (Drug Detox, Rehab, & Aftercare)
518-89/90	Public Health	Regents of the University of California (PACE Program at SFGH Ward 93)
519-89/90	Public Health	Visiting Nurses & Hospice of S.F./Pacific Presbyterian Medical Center
520-89/90	Public Health	University of California, San Francisco
521-89/90	Public Health	University of California, SFGH Family Planning
522-89/90	Public Health	University of California, SFGH
523-89/90	Public Health	University of California, S.F. Institutional Health Policy
524-89/90	Public Health	Haight Ashbury Free Medical Clinics



CLASSIFICATION MATTERS (cont.)

1052-90 (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
525-89/90	Public Health	Bayview Hunter's Point Foundation
526-89/90	Public Health	Ernst and Young
527-89/90	Public Health	Heidrick and Struggles, Inc.
528-89/90	Public Works	Harding Lawson Associates
529-89/90	Public Works	Testing Engineers, Inc.
530-89/90	Public Works	Fong & Chan, Architects
531-89/90	Public Works	Fong & Chan, Architects
532-89/90	Controller	G.W. Consulting
533-89/90	Controller	Baldwin Forrester & Company

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. (Commissioner Tomoda abstained from voting on Contract Number 518-89/90 with the permission of the other members of the Commission).

COMPENSATION MATTERS

2123-90 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 7)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2124-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 6)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>Name and Class</u>	<u>Department</u>	<u>Step Requested</u>	<u>Step Recommended</u>
Amy Ackerman 8174 Attorney	City Attorney	2	2
Beth O'Shea 9210 Airport Police Officer	Airport	5	5
Howard Vogt 9210 Airport Police Officer	Airport	5	5
James Horne 9210 Airport Police Officer	Airport	5	5
Steven Moss 9210 Airport Police Officer	Airport	5	5



COMPENSATION MATTERS (cont.)

2124-90 (cont.)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>Name and Class</u>	<u>Department</u>	<u>Step Requested</u>	<u>Step Recommended</u>
Anne Godfrey 1234 Director of Training	Civil Service Commission	5	5
Joseph Wyman 5278 Planner II	Port	4	4
Ana Carcamo 1444 Secretary I	Public Health	3	3
Jen-Yie Chen 5204 Assistant Civil Engineer	Public Utilities Commission	5	5
Gregorio Cruz 5206 Associate Civil Engineer	Public Works	5	5
Maurice Valencia 5208 Civil Engineer	SFUSD	5	5
Marilyn O'Keeffe 3558 Museum Registrar	Asian Art Museum	3	3

B. TEMPORARY EXEMPT APPOINTMENTS

<u>Name and Class</u>	<u>Department</u>	<u>Step Requested</u>	<u>Step Recommended and Duration</u>
Marcia Lake 1866 System and Procedures Supervisor	Controller	3	3 12/31/90
Clark Bell 1872 Programmer Analyst	Controller	3	3 12/31/90
John Foreman 1826 City Shop Fleet Administrator	Purchasing	4	4 12/31/90
Jaime Levin 9146 Director of Community Affairs	Public Utilities Commission	2	2 12/31/90

Action: Adopt staff report.

2126-90 Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in State of California. (Calendar Item No. 12)

Action: Adopt staff report as amended to correct effective date to January 1, 1990; certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter.



EXAMINATION MATTERS

3014-90 Appeal of background rejection for Class Q2 Police Officer by Glenn A. Ortega. (Calendar Item No. 13)

March 5, 1990: Over to the meeting of 4/2/90 at the request of Mr. Ortega's attorney.

Action: Off calendar; appeal withdrawn verbally by Mr. Ortega's attorney at the Commission meeting.

3523-90 Appeal of background rejection for Class 9210 Airport Police Officer by Robert Shields. (Calendar Item No. 16)

Action: Over to the meeting of May 21, 1990 at Mr. Shields' request.

3524-90 Appeal of background rejection for Class 9163 Transit Operator by Tiney Johnson. (Calendar Item No. 15)

Action: Over to the meeting of April 16, 1990 at the joint request of the Public Utilities Commission and Local 250-A.

3525-90 Appeal of background rejection from Class 9163 Transit Operator by Kenneth Block. (Calendar Item No. 14)

March 19, 1990: Over to the meeting of April 2, 1990 at Mr. Block's request.

Action: Over to the meeting of April 16, 1990 at Mr. Block's request.

IN-SERVICE MATTERS

4431-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 1801 Supervising Performance Auditor, Class 1805 Associate Performance Auditor, and Class 1850 Associate EDP Auditor, from six (6) months to one (1) year. (Calendar Item No. 8)

Action: Post for adoption following meet and confer.

4435-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 9)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.



SPECIAL ORDER OF BUSINESS AT 4 P.M. (Calendar Item No. 17)

Report from the Department of Public Health Decentralized Personnel Unit.

Report presented. No action taken.

SPECIAL ORDER OF BUSINESS AT 5 P.M. (Calendar Item No. 18)

Hearings on Civil Service Charter provisions.

Topic 2: Examination Issues - Protests and Appeals.

The following persons addressed the Commission:

Jim Ilnicki, Airports Commission  
Mike Cook, Automotive Machinists, Local 1305  
Mary Smith, Department of Social Services  
Carol Isen, Local 21  
Tod Cochran, Local 790  
Charles Mann, Local 790



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 2, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Lolita Arcia, 2302 Orderly, 120/E-309, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 25) (6)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

Action: Over to the meeting of April 16, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

Florence J. Comeaux, 2312 Licensed Vocational Nurse, 41/E-78, Department of Public Health, Laguna Honda Hospital, 11/29/89. (Calendar Item No. 26) (6)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

Action: Over to the meeting of May 7, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

Gregory Curriyan, 7367 Radio Technician, 6/E-11, Airports Commission, 1/1/90. (Calendar Item No. 22) (4)

March 5, 1990: Over to the meeting of April 2, 1990 at Mr. Curriyan's request.

Action: Over to the meeting of June 4, 1990 at Mr. Curriyan's request.

Gwendolyn Dedmon, 9163 Transit Operator, 436/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/5/89. (Calendar Item No. 27) (7)

November 20, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union.

January 8, 1990: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union, Local 250-A.



February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Transport Workers Union.

March 5, 1990: Over to the meeting of April 2, 1990 at the request of the Transport Workers Union.

Action: Over to the meeting of April 16, 1990 at the request of the Public Utilities Commission.

SPECIAL ORDER OF BUSINESS AT 3 P.M.

William L. Gorwood, 8205 Institutional Police Sergeant, 15/CPE-4, San Francisco War Memorial and Performing Arts Center, 1/18/90. (Calendar Item No. 20) (4)

March 5, 1990: Over to the meeting of March 19, 1990 at the request of the War Memorial.

March 19, 1990: Over to the meeting of April 2, 1990 at Mr. Gorwood's request. (Special Order of Business at 3 P.M.).

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Not to be employed again by the San Francisco War Memorial and Performing Arts Center.

Joan Kubota, 8124 Investigator, Office of Citizen Complaints, 5/E-1, San Francisco Police Department, Office of Citizen Complaints, 2/13/90. (Calendar Item No. 28) (7)

Action: Over to the meeting of May 7, 1990 at Ms. Kubota's request.

Luberta D. Moreno, 9210 Airport Police Officer, 19/E-15, Airports Commission, 11/15/89. (Calendar Item No. 21) (4)

January 8, 1990: Off calendar at Ms. Moreno's request. Ms. Moreno to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

Action: Over to the meeting of May 21, 1990 by Commission action. (Special Order of Business at 3 P.M.).

Grady Rockmore, Jr., 2708 Custodian, 8/E-37, San Francisco Unified School District, Custodial Services, 2/9/90. (Calendar Item No. 24) (3)

Action: Off calendar at the request of the San Francisco Unified School District.



Andre Rouleau, 2320 Registered Nurse, 6/E-849, Department of Public Health, Laguna Honda Hospital, 2/5/90. (Calendar Item No. 23) (4)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

Action: Over to the meeting of April 16, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

GENERAL MANAGER'S REPORT (Calendar Item No. 10)

None.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 11)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 29)

None.

A D J O U R N M E N T



March 5, 1990: Over to the meeting of March 19, 1990 at the request of Local 790.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Recreation and Park Commission. The Commission directed the General Manager, Personnel to assist Ms. Kan in obtaining counseling, if she requests assistance.

Andre Rouleau, 2320 Registered Nurse, 6/E-849, Department of Public Health, Laguna Honda Hospital, 2/5/90. (Calendar Item No. 22) (4)

Action: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

Jennifer Sykes, 2672 Children's Center Assistant, San Francisco Unified School District, 1/17/90. (Calendar Item No. 19) (1)

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the San Francisco Unified School District.

March 5, 1990: Over to the meeting of March 19, 1990 at the request of Local 790.

Action: Approve the separation. Cancel all current examination and eligibility status. Future employment subject to the review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Experience acquired prior to the effective date of the termination may apply toward fulfilling the work experience requirement. Not to be employed again by the San Francisco Unified School District.

GENERAL MANAGER'S REPORT (Calendar Item No. 11)

Request for internal adjustments for several classes on the Carpenter, General Laborer and Electrician benchmark represented by Neyhart, Anderson, Nussbaum, Reilly and Freitas to reestablish 1988-89 relationships to benchmark classes. (File No. 2103-90)

Action: Deny request.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 12)

1. The Commission will consider a report from the Department of Public Health Decentralized Personnel Unit at its next meeting, Monday, April 2, 1990 as a Special Order of Business at 4 P.M.
2. President Texidor del Portillo appointed Commissioner Tomoda as a Committee of One to review existing policies and procedures on personal services contracts and to report back to the Commission.
3. President Texidor del Portillo appointed Commissioner Tomoda as a Committee of One to review existing policies and procedures on the salary standardization process and to report back to the Commission.



CITY AND COUNTY OF SAN FRANCISCO  
**Civil Service Commission**



Carlota Texidor del Portillo  
A. Lee Munson  
Cleo Donovan  
Grant S. Mickins  
Richard J. Tomoda

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

# SPECIAL MEETING MINUTES

APRIL 2, 1990

DOCUMENTS DEPT.

APR 9 1990

ROOM 282, SECOND FLOOR, CITY HALL

SAN FRANCISCO  
PUBLIC LIBRARY

2 P.M.

Present: Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo  
Commissioner Tomoda

Excused: Commissioner Donovan

Commissioner Texidor del Portillo presided

## COMPENSATION MATTERS

2096-90 Second Addendum to File No. 2096-90:  
Salary Standardization, 1990-91, adjustments and amendments:  
inclusion of private sector salary data and latest public sector  
data: final benchmark salary recommendations.  
(Calendar Item No. 1)

March 12, 1990: 1. Item 5 of staff report regarding Class 1235  
Affirmative Action Coordinator off calendar.  
2. Indicate in the salary report to the Board  
of Supervisors that the position of Sheriff  
is subject to further review.  
3. Deny request of Local 3 regarding data for  
Class 7328 Operating Engineer, Universal.  
4. Deny request of Local 21 regarding  
inclusion of San Mateo County data.  
5. Adopt staff report on all other items.

March 19, 1990: Adopt first addendum report; forward to the  
Board of Supervisors.  
1. Grant Class 8350 Sheriff an internal  
adjustment of 7 percent (Vote of 4 to  
1: Commissioner Tomoda dissents).



COMPENSATION MATTERS

2096-90  
(cont.)

2. Provide final salary increase for Class 8214 Parking Control Officer benchmark for Fiscal Year 1990-91. This was referred back to the Civil Service Commission by the Board of Supervisors.

3. Grant 1.0 step internal adjustment to the following Classes:

Class 2538 Audiometrist  
Class 2540 Audiologist  
Class 2542 Speech Pathologist  
Class 2555 Physical Therapist Assistant

Action: Adopt second addendum report to provide final salary recommendation for Class 9220 Airport Operations Supervisor benchmark for Fiscal Year 1990-91; forward to the Board of Supervisors.





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo  
A. Lee Munson  
Cleo Donovan  
Grant S. Mickins  
Richard J. Tomoda

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## SPECIAL MEETING MINUTES

APRIL 2, 1990

ROOM 282, SECOND FLOOR, CITY HALL

5 P.M.

Present: Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo  
Commissioner Tomoda

Excused: Commissioner Donovan

Commissioner Texidor del Portillo presided

### CLASSIFICATION MATTERS

1205-89 Classification of one budgeted position in the new Class of 2880  
Director of Business and Operations, Mental Health Programs,  
Department of Public Health. (Calendar Item No. 1)

November 6, 1989: Off calendar.

Action: Adopt staff report as amended.

1. Establish a new classification of 2880 Director of Business and Operations, Mental Health Programs (Sch. J, Z 69.5 \$2711B3295). Class specification as detailed in the staff report.
2. Allocate one position budgeted as A947 Director of Business and Operations (Sch. J, SC \$2737B3327) to the new class.
3. Amend Section 87-22-00 of the Annual Salary Ordinance administratively to reflect this action.
4. The examination to be conducted by the Civil Service Commission Examination Unit as soon as possible.



CITY AND COUNTY OF SAN FRANCISCO  
**Civil Service Commission**



Carlota Texidor del Portillo  
A. Lee Munson  
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Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

# MINUTES

DOCUMENTS DEPT.

11/16/90

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

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REGULAR MEETING - APRIL 16, 1990

PART I - 2 P.M.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Tomoda

Commissioner Texidor del Portillo excused

Commissioner Munson presided

MINUTES: A. REGULAR MEETING OF APRIL 2, 1990

Action: Approve as amended to reflect the attendance of  
Commissioner Tomoda.

B. SPECIAL MEETING OF APRIL 2, 1990 (2 P.M.)  
C. SPECIAL MEETING OF APRIL 2, 1990 (5 P.M.)

Action: Approve.

ANNOUNCEMENTS:

The Civil Service Commission met with the City Attorney in closed session on Monday, April 16, 1990 at 12:30 P.M. in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to discuss pending litigation in the matter of Loomis, et al. versus Silverman, et al. (Superior Court No. 811-096). Present were Commissioners Munson, Donovan, and Tomoda.

No action was taken.

CLASSIFICATION MATTERS

1055-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
534-89/90	Airport	Environmental Services Associates



CLASSIFICATION MATTERS (cont.)

055-90 cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	535-89/90	Airport	P. Lieb and Associates
	536-89/90	City Attorney	Arnelle & Hastie
	537-89/90	Mayor's Office	Patty Medina
	538-89/90	Mayor's Office	Linda Schanfein
	539-89/90	Mayor's Office	Marc Delany
	540-89/90	Public Health	Haight Ashbury Free Clinics, Inc. (Alcohol Treatment)
	541-89/90	Public Health	National Council on Alcoholism-Bay Area
	542-89/90	Public Health	International Institute
	543-89/90	Public Health	Kenneth Associates
	544-89/90	Public Health	Mission Imaging Center
	545-89/90	Public Health	Clayton Environmental Consultants, Inc.
	546-89/90	Public Utilities Commission	American Computer Exchange
	547-89/90	Public Utilities Commission	Brown, Vence & Associates
	548-89/90	Public Utilities Commission	Brown, Vence & Associates
	549-89/90	Public Utilities Commission	Utah State University Foundation
	550-89/90	Retirement	Lewis, Bailey Associates, Inc.
	551-89/90	Social Services	Episcopal Community Services
	552-89/90	Social Services	Nailah House, Inc.
	553-89/90	Social Services	Hickman Homes, Inc.
	554-89/90	Social Services	Pledge House, Inc.
	555-89/90	Public Works	DeLeuw, Cather and Company
	556-89/90	Public Works	To Be Determined
Action:	1.	Contracts 542-89/90 and 555-89/90	over to the meeting of May 7, 1990 at the request of the Department of Public Health and the Department of Public Works respectively.
	2.	Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.	



CLASSIFICATION MATTERS (cont.)

1056-90 Request from the Port of San Francisco to use a class in the Staff Assistant, Special Project series to serve as Development Project Coordinator. (Calendar Item No. 8)

Action: Adopt staff report; approve use of Class 9744 Staff Assistant VI, Special Project (\$1973 BW) to employ a Development Project Coordinator for a six month period or until a new classification is established.

1057-90 Classification of positions in various City departments. (Calendar Item No. 6)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Laguna Honda Hospital	1	2587 Health Worker III (Sch. 46.9 \$912B1104)	Same
	1	2920 Medical Social Worker (Sch. 55.1 \$1349B1634)	Same
Public Health/ S.F. General Hospital	1	2908 Hospital Eligibility Worker (Sch. 48.9 \$1003B1214)	Same
	1	2920 Medical Social Worker (Sch. 55.1 \$1349B1634)	Same
Public Health/ S.F. General Hospital (cont.)	1	2903 Eligibility Worker (Sch. 45.9 \$870B1052)	1426 Senior Clerk Typist (Sch. 45.6 \$858B1037)

Action: Adopt staff report.

1231-89 Review of request for approval of proposed personal services contract. (Calendar Item No. 4)

January 8, 1990: Approve Contract #333-89/90; Controller to submit by April 2, 1990 a progress report on the project and the anticipated need for renewal for review by the Civil Service Commission at the meeting of April 16, 1990.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
333-89/90	Controller	G.E. Consulting Services

Action: Review of Progress Report requested on January 8, 1990 over to the meeting of May 7, 1990 at the request of the Controller's Office.



COMPENSATION MATTERS

137-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>Name and Class</u>	<u>Department</u>	<u>Step Requested</u>	<u>Step Recommended</u>
John Parker 8126 Senior Investigator, OCC	Office of Citizen Complaints	4	4
George Thoppil 1404 Clerk	Public Works	5	5
Rennika Pickman-Thoon 8162 Rent Board Hearing Officer	Rent Arbitration Board	3	3
Sandra Gartzman 8162 Rent Board Hearing Officer	Rent Arbitration Board	3	3
Dave Wharton 8162 Rent Board Hearing Officer	Rent Arbitration Board	5	5
Michael Mendelson 8180 Principal Attorney, Civil & Criminal	City Attorney	5	5
Wanda Jung 2911 Eligibility Appeals Specialist	Social Services	5	5
Mark Hawk 2320 Registered Nurse	Public Health	5	5

B. TEMPORARY EXEMPT APPOINTMENTS

<u>Name and Class</u>	<u>Department</u>	<u>Step Requested</u>	<u>Step Recommended and Duration</u>
Jeanette Williams 1424 Clerk Typist	Public Health	5	5 12/31/90
Barbara Chin 2910 Social Worker	Social Services	5	5 12/31/90
William Biersdorfer 2910 Social Worker	Social Services	5	5 12/31/90
George McBride 1821 MIS Manager	Public Library	5	5 12/31/90
Johnny Stein 9186 General Manager, Municipal Railway	Public Utilities Commission	3	3 12/31/90

Action: Adopt staff report.

2138-90 Salary Standardization for Registered Nurse classifications (Charter Section 8.403), Fiscal Year 1990-91. (Calendar Item No. 12)

Action: Adopt staff report; forward to the Board of Supervisors.



EXAMINATION MATTERS

3524-90 Appeal of background rejection for Class 9163 Transit Operator by Tiney Johnson. (Calendar Item No. 14)

April 2, 1990: Over to the meeting of April 16, 1990 at the joint request of the Public Utilities Commission and Local 250-A.

Action: Over to the meeting of May 7, 1990 at the request of the Public Utilities Commission.

3525-90 Appeal of background rejection from Class 9163 Transit Operator by Kenneth Block. (Calendar Item No. 13)

March 19, 1990: Over to the meeting of April 2, 1990 at Mr. Block's request.

April 2, 1990: Over to the meeting of April 16, 1990 at Mr. Block's request.

Action: Over to the meeting of May 7, 1990 at the request of the Public Utilities Commission.

3528-90 Appeals of staff denials of protest of the minimum requirements for Class 5177 Safety Officer. (Calendar Item No. 15)

Action: Over to the meeting of May 21, 1990 at the request of Local 21.

IN-SERVICE MATTERS

4499-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 9)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

SPECIAL ORDER OF BUSINESS AT 5 P.M. (Calendar Item No. 16)

Hearings on Civil Service Charter provisions.

Topic 3: Eligible Lists and Certification.

Topic 4: Appointment including Probationary Period.

The following persons addressed the Commission:

Rudy Nothenberg, Chief Administrative Officer  
Edward Gazzano, Director of Personnel, Department of Public Health  
Mike Cook, Automotive Machinists, No. 1305



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 16, 1990

PART II - 3:00 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

SECOND SPECIAL ORDER OF BUSINESS AT 3 P.M.

Lolita Arcia, 2302 Orderly, 120/E-309, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 19) (6)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

April 2, 1990: Over to the meeting of April 16, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

Action: Over to the meeting of May 7, 1990 at the request of Local 250. (Special Order of Business at 3:00 P.M.).

Gwendolyn Dedmon, 9163 Transit Operator, 436/E-113, Public Utilities Commission, San Francisco Municipal Railway, 10/5/89. (Calendar Item No. 24) (7)

November 20, 1989: Over to the meeting of January 8, 1990 at the request of the Transport Workers Union.

January 8, 1990: Over to the meeting of February 5, 1990 at the request of the Transport Workers Union, Local 250-A.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of the Transport Workers Union.

March 5, 1990: Over to the meeting of April 2, 1990 at the request of the Transport Workers Union.

April 2, 1990: Over to the meeting of April 16, 1990 at the request of the Public Utilities Commission.

Action: No restriction on future employment as recommended by the Public Utilities Commission.



THIRD SPECIAL ORDER OF BUSINESS AT 3 P.M.

Earl Epson, 2302 Orderly, 40/E-290, Department of Public Health, Laguna Honda Hospital, 3/7/90. (Calendar Item No. 20) (7)

Action: Over to the meeting of May 7, 1990 at the request of Local 250. (Special Order of Business at 3:00 P.M.).

Gloria Hill, 1446 Secretary II, 58/CPE-18, Department of Public Health, Central Office. 2/27/90. (Calendar Item No. 21) (5)

Action: Approve. Future employment with the Department of Public Health subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the Department of Public Health. Reinstate to a position in the class from which promoted in Class 1426 Senior Clerk Typist.

Ronald Johnson, 2905 Senior Eligibility Worker, 80/CPE-9, Department of Social Services, 3/16/90. (Calendar Item No. 22) (5)

Action: Approve. Not to be employed again by the Department of Social Services. Reinstate to the first vacant position in Class 1404 Clerk subject to a new probationary period.

FIRST SPECIAL ORDER OF BUSINESS AT 3 P.M.

Andre Rouleau, 2320 Registered Nurse, 6/E-849, Department of Public Health, Laguna Honda Hospital, 2/5/90. (Calendar Item No. 18) (4)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

April 2, 1990: Over to the meeting of April 16, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' nursing experience outside the City and County service.

Kenneth Schorner, 2450 Pharmacist, 2/E-15, Department of Public Health, San Francisco General Hospital Medical Center, 2/12/90. (Calendar Item No. 23) (6)

Action: Over to the meeting of May 21, 1990 at the request of Local 790.



GENERAL MANAGER'S REPORT (Calendar Item No. 10)

None.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 11)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 25)

None.

ADJOURNMENT



CITY AND COUNTY OF SAN FRANCISCO  
**Civil Service Commission**



Carlota Texidor del Portillo  
A. Lee Munson  
Cleo Donovan  
Grant S. Mickins  
Richard J. Tomoda

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

REGULAR MEETING - MAY 7, 1990

DOCUMENTS DEPT.

PART I - 2 P.M.

MAY 11 1990

JOHN FISHER, CLERK

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo  
Commissioner Tomoda (Items Missed: 15, 16, 17,  
18, 19, 21, 23, 24, 25, 26,  
27, 30 and 31).

Commissioner Munson presided over items 15, 16, 17, 18, 19, 21, 23,  
24, 25, 26, 27, 30 and 31.

Commissioner Texidor del Portillo presided over all items except  
items 15, 16, 17, 18, 19, 21, 23, 24, 25, 26, 27, 30 and 31.

MINUTES: Regular Meeting of May 7, 1990

Action: Approve.

ANNOUNCEMENT:

The Civil Service Commission met with the City Attorney in closed  
session on Monday, May 7, 1990 at 1 P.M. in Room 154C City Hall  
pursuant to Section 54957 of the Government Code of the State of  
California to discuss a personnel matter. All the members of the  
Commission were present.

No action was taken.

CLASSIFICATION MATTERS

1055-90	Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)	
<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
542-89/90	Public Health	International Institute
555-89/90	Public Works	DeLeuw, Cather and Company
April 16, 1990:	Contracts 542-89/90 and 555-89/90	over to the meeting of May 7, 1990 at the request of the Department of Public Health and the Department of Public Works respectively.



CLASSIFICATION MATTERS (cont.)

055-90  
cont.) Action: 1. Contract 555-89/90 over to the meeting of May 21, 1990 at the request of the Department of Public Works.  
2. Adopt staff report on Contract 542-89/90; notify the offices of the Controller and the Purchaser.

061-90 Classification of positions in various City departments.  
(Calendar Item No. 6)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Sheriff	4	8304 Deputy Sheriff (Sch. 52.4 \$1185B1436)	Same
	1	8308 Sheriff's Sergeant (Sch. 56.5 \$1443B1748)	Same
Controller	1	1655 Systems Accountant (Sch. 57.3 \$1499B1818)	Same
	1	1657 Senior Systems Accountant (Sch. 59.6 \$1674B2033)	Same
Public Health/ SFGH	1	2736 Porter (Sch. 43.9 \$792B956)	Same
Public Health/ Central Office	1	1402 Junior Clerk (Sch. 40.8 \$684B826)	Same
	3	2305 Psychiatric Technician (Sch. 48.1 \$966B1169)	Same
	1	2218 Physician Assistant (Sch. 58.3 \$1573B1909)	Same
	1	2328 Nurse Practitioner (Sch. 59.7 \$1682B2104)	Same
	1	2930 Psychiatric Social Worker (Sch. 55.1 \$1349B1634)	Same

Action: Adopt staff report.

1062-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
557-89/90	Airport	Jack Clancy & Associates
558-89/90	Art Commission	John Liikala
559-89/90	Civil Service Commission	Jack Clancy & Associates
560-89/90	Civil Service Commission	Kay Iwata



CLASSIFICATION MATTERS (cont.)

1062-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	561-89/90	Civil Service Commission	Judith Sweet
	562-89/90	SFCCD	Joel Saldinger, M.D.
	563-89/90	Public Library	Nancy Hom
	564-89/90	Public Utilities Commission	Raymond Brooks Engineering
	565-89/90	Mayor's Office	Catholic Charities-Status Offender Supervisor
	566-89/90	Mayor's Office	Catholic Charities-Sunset Office
	567-89/90	Mayor's Office	Young Community Developers
	568-89/90	Mayor's Office	Catholic Charities-Status Offender Counseling Program
	569-89/90	Mayor's Office	Bernal Heights Community Foundation
	570-89/90	Mayor's Office	Careers Abound
	571-89/90	Mayor's Office	Community Educational Services
	572-89/90	Mayor's Office	Directions
	573-89/90	Mayor's Office	Horizons Unlimited
	574-89/90	Mayor's Office	Morrisania West
	575-89/90	Mayor's Office	OMI Pilgrim Center
	576-89/90	Mayor's Office	Potrero Hill Neighborhood House
	577-89/90	Mayor's Office	Vietnamese Youth Development Center
	578-89/90	Mayor's Office	Visitacion Valley Community Center
	579-89/90	Police	Arthur Rose
	580-89/90	Police	Lynetta Haynes-Oliver
	581-89/90	Public Health	Support Services for Elders, Inc.
	582-89/90	Public Health	Sharon Rudnick
	583-89/90	Public Health	Gene Callesen
	584-89/90	Public Health	Wellmark, Inc.
	585-89/90	Public Health	Versar, Inc.
	586-89/90	Public Health	Hardin Lawson Associates
	587-89/90	Public Works	Coleman & Associates
	588-89/90	Public Works	Reed Corp.



CLASSIFICATION MATTERS (cont.)

062-90 cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	589-89/90	Public Works	Miller Pipeline Corp. Products and Services Division
	590-89/90	Social Services	St. Vincent DePaul
	591-89/90	Social Services	Audrey L. Smith Development Center, Inc.
	592-89/90	Social Services	Children's Home Society of California (I)
	593-89/90	Social Services	Children's Home Society of California (II)
	594-89/90	Social Services	San Francisco Unified School District
	595-89/90	Social Services	Tenderloin Housing Clinic
	596-89/90	Social Services	Private Industry Council of San Francisco
	597-89/90	Social Services	Children's Council of San Francisco
	598-89/90	Social Services	State of California, Employment Development Department
	599-89/90	Social Services	Children's Council of San Francisco
	600-89/90	Social Services	Conard House, Inc., San Francisco Support Services
	601-89/90	Social Services	Hamilton Family Center
	602-89/90	Social Services	Salvation Army
	603-89/90	Social Services	Dolores Street Community Center
	604-89/90	Social Services	Central City Hospitality House
	605-89/90	Social Services	The Episcopal Sanctuary
	606-89/90	Social Services	Holy Order of Mans-Raphael House
	607-89/90	Social Services	St. Vincent DePaul
	608-89/90*	Social Services	University of California Early Parenting Project
	609-89/90	Social Services	Association for Retarded Citizens
	610-89/90	Social Services	Family Service Agency of San Francisco
	611-89/90	Social Services	St. Benedict's Interpreting Service



CLASSIFICATION MATTERS (cont.)

062-90 cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	612-89/90	Social Services	Geneva Social Development Center
	613-89/90	Social Services	Travelers Aid San Francisco
	614-89/90	Social Services	Recreation Center for the Handicapped
	615-89/90	Social Services	Catholic Charities-Hearing Impaired Program
	616-89/90	Social Services	Glide Foundation
	617-89/90	Social Services	Larkin Street Youth Center
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser. (*Commissioner Tomoda excused from voting on Contract 608-89/90 as provided in Charter Section 3.500).		

063-90 Classification of position for Juvenile Probation Department. (Calendar Item No. 7)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Juvenile Probation	1	A108 Secretary, Juvenile Probation Commission (J \$1342B1626)	Establish Class 1549 Secretary, Juvenile Probation Commission 1989-90 J, Sch. 55.0 \$1342B1626, 1990-91 J, Sch. 56.2 \$1421B1723. Draft Class Specification as detailed in the staff report.

Action: Adopt staff report.

1231-90 Review of request for approval of proposed personal services contract. (Calendar Item No. 13)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
333-89/90	Controller	G.E. Consulting Services
January 8, 1990:		Approve Contract #333-89/90; Controller to submit by April 2, 1990 a progress report on the project and the anticipated need for renewal for review by the Civil Service Commission at the meeting of April 16, 1990.



CLASSIFICATION MATTERS (cont.)

1231-90 (cont.) April 16, 1990: Review of Progress Report requested on January 8, 1990 over to the meeting of May 7, 1990 at the request of the Controller's Office.

Report presented. No action taken.

COMPENSATION MATTERS

2141-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 8)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Natividad B. Caramat 4220 Personal Property Auditor	Assessor	4	4
Eileen Luna 8127 Chief Investigator, O.C.C.	Office of Citizen Complaints	5	5
Robert Gutowski 1864 Systems and Procedures Analyst	Controller	2	2
Brenda DeLuca 8132 District Attorney's Attorney Investigative Assistant	District	5	5
Robert Hahn 5204 Assistant Civil Engineer	Public Utilities Commission	5	5
Sylvia Pascal 3630 Librarian I	Public Library	4	4
Rosemary Martinez 2930 Psychiatric Social Worker	Public Health	3	3
Jack Montgomery 4332 Portfolio Manager	Retirement	4	4

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Alan Wong 1246 Principal Personnel Analyst	Fire	5	5 12/31/90
Dung Nguyen 9782 Assistant to Mayor I	Mayor's Office	2	2 12/31/90
Gerardo Sandoval 9782 Assistant to Mayor I	Mayor's Office	2	2 12/31/90

Action: Adopt staff report.



### EXAMINATION MATTERS

3524-90 Appeal of background rejection for Class 9163 Transit Operator by Tiney Johnson. (Calendar Item No. 20)

April 2, 1990: Over to the meeting of April 16, 1990 at the joint request of the Public Utilities Commission and Local 250-A.

April 16, 1990: Over to the meeting of May 7, 1990 at the request of the Public Utilities Commission.

Action: Over to the meeting of May 21, 1990 at the request of the Public Utilities Commission.

3525-90 Appeal of background rejection from Class 9163 Transit Operator by Kenneth Block. (Calendar Item No. 19)

March 19, 1990: Over to the meeting of April 2, 1990 at Mr. Block's request.

April 2, 1990: Over to the meeting of April 16, 1990 at Mr. Block's request.

April 16, 1990: Over to the meeting of May 7, 1990 at the request of the Public Utilities Commission.

Action: Deny appeal of Kenneth Block; sustain the decision of the General Manager, Personnel.

3532-90 Request to hold an examination for Class 2555 Physical Therapy Assistant for one qualified candidate in accordance with Charter Section 8.321 - Examination of Applicants. (Calendar Item No. 10)

Action: Adopt staff report; forward to the Board of Supervisors.

### IN-SERVICE MATTERS

4500-90 Determination of future employability of Heather Nimeh. (Calendar Item No. 15)

Action: Adopt staff report; sustain the decision of the General Manager, Personnel. Amend the General Manager, Personnel's action to provide for six (6) months satisfactory outside work experience since leaving the City service.

4551-90 Request of Arthur Giovara to change his ethnicity identification. (Calendar Item No. 18)

Action: Approve request of Arthur Giovara. Direct the San Francisco Fire Department and the Civil Service MIS Unit to amend its records.



IN-SERVICE MATTERS (cont.)

4564-90 Appeal of decision of the General Manager, Personnel, approving special condition language requirement on a personnel requisition for Class 8434 Supervising Probation Officer - Adult Probation Department. (Calendar Item No. 16)

Action: Deny appeal; sustain the decision of the General Manager, Personnel to approve special condition language requirement on a personnel requisition for Class 8434 Supervising Probation Officer, Adult Probation Department.

4584-90 Request of Kevin James Harvey to change his ethnicity identification. (Calendar Item No. 17)

Action: Approve request of Kevin James Harvey. Direct the Department of Public Works and the Civil Service MIS Unit to amend its records.

4599-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 9)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4606-90 Hearing concerning Writ of Mandate in the matter of Loomis, et al. versus Silverman, et al. (Superior Court No. 811-096). (Calendar Item No. 14)

Action: No action taken. Additional information received from attorneys. Matter to be calendared for action at a future Commission meeting.

SPECIAL ORDER OF BUSINESS AT 5 P.M. (Calendar Item No. 21)

Hearings on Civil Service Charter provisions.

Topic 5: Separations both Disciplinary and Non-Disciplinary (layoff, dismissal, termination).

The following speakers addressed the Commission:

James Ilnicki, Airport  
Carol Isen, Local 21  
Edward Gazzano, Department of Public Health  
Helen Moss, Local 790  
Mike Cook, Automotive Machinists



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 7, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

SECOND SPECIAL ORDER OF BUSINESS AT 3 P.M.

Lolita Arcia, 2302 Orderly, 120/E-309, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 24) (6)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

April 2, 1990: Over to the meeting of April 16, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

April 16, 1990: Over to the meeting of May 7, 1990 at the request of Local 250. (Special Order of Business at 3:00 P.M.).

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Not to be employed again by the Department of Public Health in any capacity involving patient care.

FIRST SPECIAL ORDER OF BUSINESS AT 3 P.M.

Florence J. Comeaux, 2312 Licensed Vocational Nurse, 41/E-78, Department of Public Health, Laguna Honda Hospital, 11/29/89. (Calendar Item No. 23) (6)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

April 2, 1990: Over to the meeting of May 7, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

Action: Over to the meeting of May 21, 1990 by Commission action. Ms. Comeaux to submit additional documents for Commission review within the next week.



THIRD SPECIAL ORDER OF BUSINESS AT 3 P.M.

Earl Epson, 2302 Orderly, 40/E-290, Department of Public Health, Laguna Honda Hospital, 3/7/90. (Calendar Item No. 25) (7)

April 16, 1990: Over to the meeting of May 7, 1990 at the request of Local 250. (Special Order of Business at 3:00 P.M.).

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of nine (9) months work experience outside the City and County service; satisfactory completion of a recognized substance abuse program and verification of sobriety. Not to be employed again by the Department of Public Health.

Delbert Hayes, 2424 X-Ray Laboratory Aide, 1/E-7, Department of Public Health, Laguna Honda Hospital, 3/23/90. (Calendar Item No. 26) (7)

Action: Over to the meeting of May 21, 1990 at the request of Local 250.

Joan Kubota, 8124 Investigator, Office of Citizen Complaints, 5/E-1, San Francisco Police Department, Office of Citizen Complaints, 2/13/90. (Calendar Item No. 27) (7)

April 2, 1990: Over to the meeting of May 7, 1990 at Ms. Kubota's request.

Action: Over to the meeting of May 21, 1990 at the request of Local 790. (Special Order of Business at 3 P.M.).

Kenneth McCutcheon, 9163 Transit Operator, 149/P-121, Public Utilities Commission, San Francisco Municipal Railway, 3/21/90. (Calendar Item No. 28) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Vicella Smith, 1630 Account Clerk, 255/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 4/6/90. (Calendar Item No. 29) (7)

Action: Over to the meeting of May 21, 1990 at the request of Local 790.



SPECIAL ORDER OF BUSINESS AT 5:30 P.M. (Calendar Item No. 30)

Dismissal of John Wong, Class 7313 Automotive Machinist, Purchasing Department.

Action: Dismiss from the Service.

GENERAL MANAGER'S REPORT (Calendar Item No. 11)

None.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 12)

1. Commissioner Texidor del Portillo asked the General Manager, Personnel to look into Local 21's allegations about the personnel practices of the Controller's Audit Division and to send a written report to the members of the Commission.
2. Commissioner Texidor del Portillo asked the General Manager, Personnel to look into the problem of communication within the Controller's Office about the availability of training within that department.
3. Commissioner Texidor del Portillo requested that the General Manager, Personnel respond to Mr. Duane Reno's April 10, 1990 letter about scheduling of examinations for certain classes.
4. Commissioner Texidor del Portillo expressed her concern that she have an opportunity to review and to give input into the aspects of the Civil Service Commission to be reviewed by the Controller's Management Audit Division.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 31)

None.

A D J O U R N M E N T



CITY AND COUNTY OF SAN FRANCISCO  
**Civil Service Commission**



Carlota Texidor del Portillo  
A. Lee Munson  
Cleo Donovan  
Grant S. Mickins  
Richard J. Tomoda

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

REGULAR MEETING - MAY 21, 1990

PART I - 2 P.M.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo  
Commissioner Tomoda  
(Items Missed: 2, 4)

Commissioner Munson presided over item 22.

Commissioner Texidor del Portillo presided over all items except item 22.

MINUTES: Regular Meeting of May 7, 1990

Action: Approve.

ANNOUNCEMENT:

None.

CLASSIFICATION MATTERS

1055-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
555-89/90	Public Works	DeLeuw, Cather and Company
April 16, 1990:		Contracts 542-89/90 and 555-89/90 over to the meeting of May 7, 1990 at the request of the Department of Public Health and the Department of Public Works respectively.
May 7, 1990		Contract 555-89/90 over to the meeting of May 21, 1990 at the request of the Department of Public Works.
Action:		Adopt staff report; notify the offices of the Controller and the Purchaser.



CLASSIFICATION MATTERS (cont.)

1068-90 Request from the Department of Public Health to use a class in the Staff Assistant, Special Project Series as a Proposition 99/AB 75 Program Coordinator to plan, coordinate and implement new programs funded through the Tobacco Tax. (Calendar Item No. 8)

Action: Adopt staff report as amended.

1. Approve use of Class 9746 Staff Assistant VII, Special Project (89/90 \$2273 BW) to employ a Proposition 99/AB 75 Program Coordinator through December 1, 1990.
2. Authorize the appointment of Mr. Jeffrey Leong.
3. The Department of Public Health to report to the Commission prior to December 1, 1990 regarding the status of this program. The Commission stipulated that in no case would it extend the authorization for this position beyond June 30, 1991. If this position is classified and there is a need for an examination, the Commission directed that the examination is to be conducted by the Civil Service Commission Examination Unit. (Vote of 4 to 1: Commissioner Texidor del Portillo dissents).

1069-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
618-89/90	Airport	Olmn Structural Design
619-89/90	Arts Commission	Delaney and Cochran
620-89/90	Controller	Tri-Pacific Consulting Corp.
621-89/90	Controller	Professional Consulting Network
622-89/90	Convention Facilities	Wallace Mah Louie Company
623-89/90	Convention Facilities	Edgar Dunn & Conover, Inc.
624-89/90	Convention Facilities	S.F. Convention & Visitors Bureau
625-89/90	Parking & Traffic	Lockheed Datacom
626-89/90	Public Health	County of San Mateo-Division of Mental Health Services
627-89/90	Public Health	Asian American Recovery Services
628-89/90	Public Health	Baker Places, Inc.
629-89/90	Public Health	Friendship House Association of American Indians
630-89/90	Public Health	Haight Ashbury Free Clinics, Inc. (Drug Detox, Rehab. & Aftercare, Inc.)



CLASSIFICATION MATTERS (cont.)

1069-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	631-89/90	Public Health	North of Market Senior Services, Inc.
	632-89/90	Public Health	Pacific Mental Health Services, Inc.
	633-89/90	Public Health	Salvation Army Harbor Light Center
	634-89/90	Public Health	St. Vincent De Paul Society of San Francisco
	635-89/90	Public Health	Women's Alcoholism Center
	636-89/90	Public Health	Women's Institute for Mental Health
	637-89/90	Public Health	Aquarius Public Management, Inc.
	638-89/90	Public Health	Kaiser Foundation Research Institute
	639-89/90	Public Health	Community United Against Violence
	640-89/90	Public Health	Polaris Research and Development
	641-89/90	Public Health	Project Open Hand
	642-89/90	Public Health	Bridget Carney
	643-89/90	Public Health	Sharon Mulgrew
	644-89/90	Public Health	Ella Hill Hutch Community Center
	645-89/90	Public Health	Lyon Martin Women's Health Services
	646-89/90	Public Health	Rose Resnick Center for the Blind and Handicapped, Inc.
	647-89/90	Public Health	S.F. Study Center, Inc.
	648-89/90	Public Health	Suicide Prevention
	649-89/90	Public Health	University of California S.F. Hospitals and Clinics
	650-89/90	Public Utilities Commission	Martha Schouss and Toni Corelli
	651-89/90	Public Utilities Commission	AGS, Inc.
	652-89/90	Public Works	Underwater Resources
	653-89/90	Sheriff	Carolyn Block
	654-89/90	Sheriff	George Bach -y- Rita
	655-89/90	Sheriff	Occupational Health Services



CLASSIFICATION MATTERS (cont.)

069-90  
cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
656-89/90	Sheriff	Aubrey O. Dent
657-89/90	Sheriff	New College of Law
658-89/90	Sheriff	University of Santa Clara School of Law
659-89/90	Sheriff	Golden Gate University School of Law
660-89/90	Sheriff	University of S.F. Law School
661-89/90	Sheriff	Hastings College of Law
662-89/90	Sheriff	National Center on Institutions and Alternatives
663-89/90	Social Services	Ces Rosales/Zestop Publishing
664-89/90	Public Utilities Commission	Impell Corporation
665-89/90	Public Utilities Commission	Carton/E.H. White

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

070-90 Classification of positions in various City departments.  
(Calendar Item No. 6)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Public Health/ Central Office	1	1446 Secretary II (Sch. 47.6 \$943B1141)	Same
	1	2246 Assistant Director, Clinical Services I (Sch. 62.6 \$1936B2354)	Same
Public Health/ Laguna Honda	1	2324 Nursing Supervisor (Sch. 62.4 \$1918B2402)	Same

Action: Adopt staff report.

071-90 Classification of eighty (80) newly budgeted positions for the San Francisco International Airport. (Calendar Item No. 7)

Action: Adopt staff report.

1. Establish a new classification of 9209 Airport Police Services Aide (J Rate \$891B1078; 1990-91: J Sch. 48.5 \$984B1191). Draft class specification as detailed in the staff report.



CLASSIFICATION MATTERS (cont.)

1071-90 (cont.)

2. Allocate eighty (80) positions approved in the budget as A896 Airport Service Officer to Class 9209 Airport Police Services Aide.
3. Amend the Annual Salary Ordinance accordingly.

EXAMINATION MATTERS

3095-90 Appeal of staff denial of application to participate in entrance examination for Class 2940 Child Welfare Worker. (Calendar Item No. 15)

Action: Adopt staff report; deny appeal of Kate Plager. Staff directed to research the minimum requirements for Class 2940 Child Welfare Worker which may include contacting the State Personnel Board to ascertain the suitability of a master's degree in psychology as a substitute for the Master of Social Work degree.

3523-90 Appeal of background rejection for Class 9210 Airport Police Officer by Robert Shields. (Calendar Item No. 13)

April 2, 1990: Over to the meeting of May 21, 1990 at Mr. Shields' request.

Action: Deny appeal of Robert Shields; sustain the decision of the Airports' Chief of Police.

3524-90 Appeal of background rejection for Class 9163 Transit Operator by Tiney Johnson. (Calendar Item No. 12)

April 2, 1990: Over to the meeting of April 16, 1990 at the joint request of the Public Utilities Commission and Local 250-A.

April 16, 1990: Over to the meeting of May 7, 1990 at the request of the Public Utilities Commission.

May 7, 1990: Over to the meeting of May 21, 1990 at the request of the Public Utilities Commission.

Action: Grant appeal of Tiney Johnson; find qualified as to background in this examination for Class 9163 Transit Operator.

3528-90 Appeals of staff denials of protest of the minimum requirements for Class 5177 Safety Officer. (Calendar Item No. 14)

April 16, 1990: Over to the meeting of May 21, 1990 at the request of Local 21.

Action: Over to the meeting of June 4, 1990 at the request of Local 21.



IN-SERVICE MATTERS

4686-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 9)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 21, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Florence J. Comeaux, 2312 Licensed Vocational Nurse, 41/E-78, Department of Public Health, Laguna Honda Hospital, 11/29/89. (Calendar Item No. 17) (6)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

April 2, 1990: Over to the meeting of May 7, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

May 7, 1990: Over to the meeting of May 21, 1990 by Commission action. Ms. Comeaux to submit additional documents for Commission review within the next week.

Action: Over to the meeting of June 4, 1990 at the request of the Department of Public Health. (First Special Order of Business at 3 P.M.).

Delbert Hayes, 2424 X-Ray Laboratory Aide, 1/E-7, Department of Public Health, Laguna Honda Hospital, 3/23/90. (Calendar Item No. 18) (7)

May 7 1990: Over to the meeting of May 21, 1990 at the request of Local 250.

Action: Over to the meeting of June 4, 1990 at the request of Local 250. (Special Order of Business at 4 P.M.).

Joan Kubota, 8124 Investigator, Office of Citizen Complaints, 5/E-1, San Francisco Police Department, Office of Citizen Complaints, 2/13/90. (Calendar Item No. 21) (7)

April 2, 1990: Over to the meeting of May 7, 1990 at Ms. Kubota's request.

May 7, 1990: Over to the meeting of May 21, 1990 at the request of Local 790. (Special Order of Business at 3 P.M.).

Action: Cancel all current examination and eligibility status. Not to be employed again by the City and County of San Francisco. (Commissioner Mickins excused by vote of the Commission pursuant to Charter Section 3.500).



Luberta D. Moreno, 9210 Airport Police Officer, 19/E-15, Airports Commission, 11/15/89. (Calendar Item No. 22) (4)

January 8, 1990: Off calendar at Ms. Moreno's request. Ms. Moreno to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

April 2, 1990: Over to the meeting of May 21, 1990 by Commission action. (Special Order of Business at 3 P.M.).

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Airports Commission or as a sworn officer. (Commissioner Texidor del Portillo dissenting).

Mary K. Patasaw, 2302 Orderly, 6/E-239, Department of Public Health, San Francisco General Hospital Medical Center, 12/28/89. (Calendar Item No. 19) (7)

March 5, 1990: Off calendar at the request of Local 250. Ms. Patasaw to notify the Assistant Secretary when prepared to proceed. Ms. Patasaw to remain ineligible for all City and County employment pending final determination by the Civil Service Commission.

Action: Over to the meeting of June 4, 1990 at the request of the Department of Public Health.

Kenneth Schorner, 2450 Pharmacist, 2/E-15, Department of Public Health, San Francisco General Hospital Medical Center, 2/12/90. (Calendar Item No. 23) (6)

April 16, 1990: Over to the meeting of May 21, 1990 at the request of Local 790.

Action: Over to the meeting of June 4, 1990 at the request of Local 790. (Second Special Order of Business at 3 P.M.)

Vicella Smith, 1630 Account Clerk, 255/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 4/6/90. (Calendar Item No. 20) (7)

May 7, 1990: Over to the meeting of May 21, 1990 at the request of Local 790.

Action: Over to the meeting of June 4, 1990 at the request of Local 790.



GENERAL MANAGER'S REPORT. (Calendar Item No. 10)

Carol Wilkins, the Mayor's Budget Director, presented an overview of the Civil Service Commission Budget for Fiscal Year 1990-91.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 11)

1. Commissioner Texidor del Portillo reminded both her colleagues on the Commission and members of the audience of the "Managing a Diverse Workforce" conference sponsored by the Commission to be held on June 11, 1990.
2. Commissioner Texidor del Portillo updated the status of the four items contained under Commissioners' New Business in the Minutes of the meeting of May 7, 1990.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 24)

None.

A D J O U R N M E N T





# CITY AND COUNTY OF SAN FRANCISCO Civil Service Commission

Carlota Texidor del Portillo  
A. Lee Munson  
Cleo Donovan  
Grant S. Mickins  
Richard J. Tomoda

President  
Vice President  
Commissioner  
Commissioner  
Commissioner

John J. Walsh  
Albert C. Walker

General Manager, Personnel  
Assistant Secretary

## MINUTES

DOCUMENTS DEPT.

REGULAR MEETING - JUNE 4, 1990

PART I - 2 P.M.

JUN 11 1990

LIBRARY  
PUBLIC LIBRARY

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo (Items Missed: 5, 6, 7, 9,  
10, 11, 12, 17, 25 and 26)  
Commissioner Tomoda

Commissioner Munson presided all items except 1, 2 and 4.

Commissioner Texidor del Portillo presided over items 1, 2 and 4.

MINUTES: Regular Meeting of May 21, 1990

Action: Approve.

### ELECTION OF COMMISSION OFFICERS

Commissioner A. Lee Munson elected president and Commissioner Grant S. Mickins elected vice president for terms of office expiring May 31, 1991.

### CLASSIFICATION MATTERS

1074-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
666-89/90	Commission on Aging	Centro Latino De San Francisco
667-89/90	"	Church of the Advent
668-89/90	"	Filipino-American Council of S.F.
669-89/90	"	Kimochi, Inc.
670-89/90	"	Korean Center, Inc.



CLASSIFICATION MATTERS (cont.)

1074-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
671-89/90	Commission on Aging	Meals on Wheels of S.F., Inc.
672-89/90	"	PPMC Senior Services
673-89/90	"	Russian American Community Services
674-89/90	"	The Salvation Army
675-89/90	"	Self-Help for the Elderly
676-89/90	"	Services for Seniors, Inc.
677-89/90	"	United Jewish Community Center
678-89/90	"	Western Addition Senior Citizens Service Center
679-89/90	"	Asian Law Caucus
680-89/90	"	Bayview Hunters Point Multipurpose Senior Center
681-89/90	"	Bernal Heights Community Foundation
682-89/90	"	Canon Kip Community House
683-89/90	"	Catholic Charities
684-89/90	"	Centro Latino De San Francisco, Inc.
685-89/90	"	Church of the Advent
686-89/90	"	Family Service Agency
687-89/90	"	Filipino-American Council
688-89/90	"	Golden Gate Senior Services
689-89/90	"	Kimochi, Inc.
690-89/90	"	John W. King Senior Center
691-89/90	"	Korean Center, Inc.
692-89/90	"	Legal Assistance to the Elderly
693-89/90	"	Meals on Wheels of S.F., Inc.
694-89/90	"	Mission Community Legal Defense, Inc.
695-89/90	"	Mission Neighborhood Centers, Inc.
696-89/90	"	North of Market Senior Services
697-89/90	"	Operation Concern of PPMC



CLASSIFICATION MATTERS (cont.)

1074-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
698-89/90	Commission on Aging	PPMC Senior Services
699-89/90	"	Pleasure Endeavors Projects, Inc.
700-89/90	"	Reality House West
701-89/90	"	Recreation Center for the Handicapped, Inc.
702-89/90	"	Russian American Community Services
703-89/90	"	The Salvation Army
704-89/90	"	S.F. Institute on Aging
705-89/90	"	S.F. Senior Center-Downtown Branch
706-89/90	"	Self-Help for the Elderly
707-89/90	"	Services for Seniors
708-89/90	"	Support Services for Elders, Inc.
709-89/90	"	United Jewish Community Centers
710-89/90	"	Visitacion Valley Community Center
711-89/90	"	Western Addition Senior Citizens Service Center
712-89/90	"	Y.M.C.A. of San Francisco

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1075-90 Survey of one new position for the San Francisco International Airport. (Calendar Item No. 8)

Action: Adopt staff report.

1. Retitle and amend the specification for Class 1817 Copy Reader to Class 1817 Procedural Writer. Draft class specification as detailed in the staff report.
2. Allocate one position approved in the budget as A861 Technical Writer (J Rate \$1342B1626) to Class 1817 Procedural Writer (Sch. 52.0 \$1163B1407; 1990-91 Rate: Sch. 53.1 \$1226B1484).
3. Amend the Annual Salary Ordinance accordingly.
4. Advise the Airport Decentralized Examination Unit to administer an examination for this classification.



CLASSIFICATION MATTERS (cont.)

1077-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
713-89/90	Airport	Richard H. Judy and Associates
714-89/90	Animal Care & Control	The Wildlife Center
715-89/90	"	S.F. SPCA Hospital
716-89/90	"	Pets Unlimited
717-89/90	"	Mission Pet Hospital
718-89/90	"	All Animals Emergency
719-89/90	Controller	Northwest Systems Group, Inc.
720-89/90	"	OBS Companies, Inc.
721-89/90	"	Cybernetics Professionals, Inc.
722-89/90	"	Baldwin Forrester & Company
723-89/90	"	G.W. Consulting
724-89/90	"	S.K. White Consulting
725-89/90	"	OBS Companies, Inc.
726-89/90	"	Mountford Group, Inc.
727-89/90	"	Shiratori, Inc.
728-89/90	"	Tim Meager & Associates, Inc.
729-89/90	"	MSW Computer Consulting
730-89/90	Controller	G.E. Consulting Services
731-89/90	"	Precision Writing
732-89/90	"	Boole and Babbage, Inc.
733-89/90	District Attorney	New College of California
734-89/90	"	University of California at Berkeley
735-89/90	"	Hastings College of Law
736-89/90	"	Golden Gate University
737-89/90	"	S.F. State University
738-89/90	"	University of San Francisco
739-89/90	Electricity and Telecommunications	Deloitte & Touche
740-89/90	Human Rights Commission	Linda Coleman



CLASSIFICATION MATTERS (cont.)

1077-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	741-89/90	Juvenile Probation	Cal-State Patrol Service, Inc.
	742-89/90	Port	Cal-State University-Hayward
	743-89/90	"	S.F. State University
	744-89/90	"	S.F. State University
	745-89/90	"	Cresap Management Consultants, Inc.
	746-89/90	"	GEO Resource Consultants, Inc./The Mark Group-A Joint Venture
	747-89/90	"	Respiratory Medical Group, Inc.
	748-89/90	"	Government Finance Associates & Charles A. Bell Securities Corp.
	749-89/90	"	Flanagan & Associates
	750-89/90	"	TF Transportation Consultants
	751-89/90	"	Journal of Commerce
	752-89/90	"	Trade Information Planning System (TIPS)
	753-89/90	"	Manalytics
	754-89/90	"	Grand World Shipping, Ltd. (Taipei)
	755-89/90	"	Masahiko Iwashita (Tokyo)
	756-89/90	"	Port Railroads, Inc.
	757-89/90	Port	Trade Reps Ltd. (Chicago)
	758-89/90	Public Health	Community Vocational Enterprises, Inc.
	759-89/90	"	Westside Community Mental Health Center, Inc.
	760-89/90	"	S.F. Women's Centers for Chronic Fatigue Immune Dysfunction Syndrome
	761-89/90	"	Haight Ashbury Free Medical Clinic
	762-89/90	"	Catholic Charities of San Francisco
	763-89/90	Public Utilities Commission	Dames & Moore
	764-89/90	Public Works	O'Brien-Kreitzberg & Associates



CLASSIFICATION MATTERS (cont.)

1077-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
765-89/90	Public Works	Signet Testing Labs
766-89/90	Public Works	Rick Arbour & Associates
767-89/90	Public Works	Forell/Elsesser, Engineers, Inc.
768-89/90	Purchasing	Mardave Compu, Inc.
769-89/90	Sheriff	James Edward Nelson
770-89/90	Sheriff	Chris Shaeffer
771-89/90	Sheriff	Maxine D. Gerritsen
772-89/90	Sheriff	Arlene Hamilton
773-89/90	Sheriff	Mary Elizabeth Buckner
774-89/90	Sheriff	Heather McKay
775-89/90	Social Services	Valata Jenkins-Monroe, Ph.D.
776-89/90	Social Services	Carolyn B. Block, Ph.D.
777-89/90	Social Services	Alicia F. Lieberman, Ph.D.
778-89/90	Social Services	Rev. Calvin Jones, Jr.
779-89/90	Social Services	Naomi Gray Associates
780-89/90	Social Services	Catholic Charities
781-89/90	Social Services	Mission Housing Development Corp.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. (Commissioner Tomoda excused from voting on Contract Number 734-89/90 pursuant to Charter Section 3.500).

1078-90 Classification of positions in various City departments.  
(Calendar Item No. 7)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Laguna Honda	1	2450 Pharmacist (Sch. 57.5 \$1513B1835)	Same
Public Health/ Central Office	1	2825 Senior Health Educator (Sch. 60.0 \$1706B2074)	Same

Action: Adopt staff report.



COMPENSATION MATTERS

2167-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 9)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Scott G. Miller 1801 Supervising Performance Auditor	Controller	5	5
Eugene E. Jones 1805 Associate Performance Auditor	Controller	4	4
Toni Ross 2550 Senior Occupational Therapist	Public Health	3	3
Remedios Pickett 2947 Hospital Eligibility Manager	Public Health	5	5
Herman Levias 2947 Hospital Eligibility Manager	Public Health	5	5
Ed Ang 2947 Hospital Eligibility Manager	Public Health	5	5
Edward Lor 2454 Clinical Pharmacist	Public Health	4	4
Ronald D. Abelona 5202 Junior Civil Engineer	Public Utilities Commission	3	3
Robert A. Martin 8176 Trial Attorney	Police	5	5
James Quadra 8174 Attorney	City Attorney	5	5
Jeffrey Golden 8178 Senior Attorney	City Attorney	5	5
Christina Hall 8180 Principal Attorney	City Attorney	2	2
Thomas Owen 8180 Principal Attorney	City Attorney	2	2
Keith Vines 8178 Senior Attorney	District Attorney	5	5
Monica Rivera 2558 Senior Physical Therapist	Public Health	4	4
All employees 3450 Agricultural Inspector	Department of Agriculture	5	5
All employees 6222 Inspector of Weights & Measures	Department of Agriculture	5	5



COMPENSATION MATTERS (cont.)

(2167-90)

(cont.) B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Robert Gutowski 1864 Systems & Procedures Analyst	Controller	2	2 12/31/90
Thomas A. Girlich 1823 Senior Administrative Analyst	Port	5	5 12/31/90
Dennis Sato 2143 Hospital Assistant Administrator	Public Health	4	4 12/31/90
Kenneth Tapley 2312 Licensed Vocational Nurse	Public Health	3	3 12/31/90

Action: Adopt staff report.

2168-90 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.  
(Calendar Item No. 10)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3106-90 Appeal of staff denials of protest of terms of promotive examination announcement for Class 2940 Child Welfare Worker.  
(Calendar Item No. 17)

Action: Adopt staff report; deny appeals of Raymond W. Boucher, Theresa J. McGovern and Louis Prisco.

3107-90 Appeal of staff denial of application to participate in the promotive examination for Class 2940 Child Welfare Worker.  
(Calendar Item No. 16)

Action: Adopt staff report; deny appeal of Virginia Buccello.  
(Ms. Buccello failed to appear).

3528-90 Appeals of staff denials of protest of the minimum requirements for Class 5177 Safety Officer. (Calendar Item No. 15)

April 16, 1990: Over to the meeting of May 21, 1990 at the request of Local 21.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of Local 21.

Action: Over to the meeting of June 18, 1990 at the request of the Airports Commission.



IN-SERVICE MATTERS

4757-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 11)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4764-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 2496 Radiologic Technologist Supervisor and Class 2498 Director, Radiology, from six (6) months to one (1) year. (Calendar Item No. 12)

Action: Post for adoption.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 4, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Florence J. Comeaux, 2312 Licensed Vocational Nurse, 41/E-78, Department of Public Health, Laguna Honda Hospital, 11/29/89. (Calendar Item No. 19) (6)

March 19, 1990: Over to the meeting of April 2, 1990 at the request of the Department of Public Health.

April 2, 1990: Over to the meeting of May 7, 1990 at the request of the Department of Public Health. (Special Order of Business at 3 P.M.).

May 7, 1990: Over to the meeting of May 21, 1990 by Commission action. Ms. Comeaux to submit additional documents for Commission review within the next week.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of the Department of Public Health. (First Special Order of Business at 3 P.M.).

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' work experience as an Licensed Vocational Nurse outside the City and County service.

Gregory Curriyan, 7367 Radio Technician, 6/E-11, Airports Commission, 1/1/90. (Calendar Item No. 28) (4)

March 5, 1990: Over to the meeting of April 2, 1990 at Mr. Curriyan's request.

April 2, 1990: Over to the meeting of June 4, 1990 at Mr. Curriyan's request.

Action: Over to the meeting of June 18, 1990 at the request of the Airports Commission.

Delbert Hayes, 2424 X-Ray Laboratory Aide, 1/E-7, Department of Public Health, Laguna Honda Hospital, 3/23/90. (Calendar Item No. 23) (7)

May 7, 1990: Over to the meeting of May 21, 1990 at the request of Local 250.



May 21, 1990: Over to the meeting of June 4, 1990 at the request of Local 250. (Special Order of Business at 4 P.M.).

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' work experience in the medical field outside the City and County service.

Sheila James, 2110 Medical Records Clerk, 2/E-9, Department of Public Health, Laguna Honda Hospital, 5/1/90. (Calendar Item No. 26) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Mary K. Patasaw, 2302 Orderly, 6/E-239, Department of Public Health, San Francisco General Hospital Medical Center, 12/28/89. (Calendar Item No. 24) (7)

March 5, 1990: Off calendar at the request of Local 250. Ms. Patasaw to notify the Assistant Secretary when prepared to proceed. Ms. Patasaw to remain ineligible for all City and County employment pending final determination by the Civil Service Commission.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of the Department of Public Health.

Action: Off calendar at Ms. Patasaw's request. Ms. Patasaw to notify the Assistant Secretary when prepared to proceed. Ineligible for employment in any position covered by the City and County civil service system until a final decision is made by the Civil Service Commission.

Henry Randall, 8322 Senior Counselor, Juvenile Hall, 30/CPE-4, Juvenile Probation Department, Juvenile Court, 5/21/90. (Calendar Item No. 27) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of three (3) years' work experience outside the City and County service. Not to be employed again by the Juvenile Probation Department.

Consolacion de los Reyes, 1426 Senior Clerk Typist, 2/CPE-12, San Francisco Unified School District, 4/18/90. (Calendar Item No. 21) (6)

Action: Off calendar at the request of the San Francisco Unified School District.



Kenneth Schorner, 2450 Pharmacist, 2/E-15, Department of Public Health, San Francisco General Hospital Medical Center, 2/12/90. (Calendar Item No. 20) (6)

April 16, 1990: Over to the meeting of May 21, 1990 at the request of Local 790.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of Local 790. (Second Special Order of Business at 3 P.M.).

Action: Over to the meeting of June 18, 1990 at the request of Local 790.

Vicella Smith, 1630 Account Clerk, 255/CPE-1, Department of Public Health, San Francisco General Hospital Medical Center, 4/6/90. (Calendar Item No. 25) (7)

May 7, 1990: Over to the meeting of May 21, 1990 at the request of Local 790.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of Local 790.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

David Willis, 2708 Custodian, 67/E-1, San Francisco Unified School District, 5/1/90. (Calendar Item No. 6)

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

GENERAL MANAGER'S REPORT. (Calendar Item No. 13)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 14)

1. Staff to report monthly on status of citywide classification study of EDP positions.
2. Commissioner Texidor del Portillo requested that the General Manager, Personnel investigate and report back on the allegations contained in the letter from Alcira Marino dated May 16, 1990.



COMMISSIONERS' NEW BUSINESS (cont.)

3. The Commission announced that it would hold a Special Meeting on Tuesday, June 12, 1990 to review the Memoranda of Understanding establishing the Decentralized Personnel Units in the Department of Public Health, the Public Utilities Commission and the Airports Commission. The Commission requested that there be a written report from the three units delivered to the Commissioners in advance of the Special Meeting which will include an identification of the scope of original agreement and how the department is implementing it; status of examination activity; affirmative action data; and use of provisional employees.
4. Commissioner Texidor del Portillo requested that the General Manager, Personnel report on certain allegations made by Local 21 of discriminatory practices in the Controller's Office.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 29)

None.

A D J O U R N M E N T





## City and County of San Francisco

### CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT  
GRANT S. MICKINS, VICE PRESIDENT  
CLEO DONOVAN, COMMISSIONER  
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER  
RICHARD J. TOMODA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## SPECIAL MEETING MINUTES

JUNE 12, 1990

ROOM 2C (BASEMENT) CITY HALL

1 P.M.

Present: Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo

Excused: Commissioner Donovan  
Commissioner Tomoda

Commissioner Munson presided

### IN-SERVICE MATTERS

4816-90      Review of memoranda of understanding establishing the Decentralized Personnel Units in the Department of Public Health, the Public Utilities Commission, and the Airports Commission.  
(Calendar Item No. 1)

Action: The staff is directed to provide the following reports to the Commission for the regular meeting of July 16, 1990:

1. a proposal for a workorder arrangement with the departments currently authorized to operate a Decentralized Personnel Unit;
2. a statement containing the pros and cons of a workorder arrangement;



IN-SERVICE MATTERS (cont.)

4816-90  
(cont.)

3. a report of the dollar amount per individual employee that each department would be required to pay to the Civil Service Commission to provide examination and classification services;
4. a draft of two types of memoranda of understanding (MOU) to replace current MOUs - one to continue the decentralized system and the other reflecting conversion to a workorder arrangement;
5. a list of entry level classes unique to one department (for the purposes of this report the first level in a series of classes is entry level);
6. a report itemizing the current budget of each Decentralized Personnel Unit;
7. a report listing the number of staff positions by class in each Decentralized Personnel Unit; and,
8. a report showing the sources of funds and the amount from each source for each Decentralized Personnel Unit.





City and County of San Francisco  
**CIVIL SERVICE COMMISSION**

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RICHARD J. TOMODA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

# MINUTES OF MEETING

REGULAR MEETING - JUNE 18, 1990

PART I - 2 P.M.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Texidor del Portillo (Item Missed: 20  
Commissioner Tomoda

Excused: Commissioner Munson

Commissioner Mickins presided.

MINUTES: Regular Meeting of June 4, 1990

Action: Approve.

## ANNOUNCEMENTS:

The Civil Service Commission has cancelled its meeting of July 2, 1990. The Commission will meet next on Monday, July 16, 1990.

CLASSIFICATION MATTER:

1081-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

NUMBER

DEPARTMENT

CONTRACTOR

782-89/90

## Airport

## San Francisco Conservation Corps



CLASSIFICATION MATTERS (cont.)1081-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
783-89/90	Animal Care & Control	The Wildlife Center
784-89/90	Arts Commission	Shelley Jurs
785-89/90	Arts Commission	Carl Cheng
786-89/90	Arts Commission	Vicki Scuri
787-89/90	Arts Commission	Doug Hollis
788-89/90	Arts Commission	Reiko Goto, Tim Collins
789-89/90	Arts Commission	Gary Grahm
790-89/90	Arts Commission	Piero Mussi/Artworks Foundry
791-89/90	Controller	Precision Writing
792-89/90	Controller	Pacific Coast Systems, Inc.
793-89/90	Controller	Pine Drive Associates
794-89/90	Controller	Owens Information Systems, Inc.
795-89/90	Mayor's Office	Berkeley Planning Associates (BPA)
796-89/90	Port	DKS Associates
797-89/90	Public Health	S.F. Suicide Prevention, Inc.
798-89/90	Public Health	Volunteer Center of San Francisco
799-89/90	Public Health	Patients' Rights Advocacy Services, Inc.
800-89/90	Public Health	North of Market Senior Services
801-89/90	Public Health	PSP Information Group, Inc.
802-89/90	Public Health	Swords to Plowshares
803-89/90	Public Health	The Episcopal Sanctuary



CLASSIFICATION MATTERS (cont.)

1081-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
804-89/90	Public Health	Bay Area Portable, Inc.
805-89/90	Public Health	S.F. Mental Health Education Funds, Inc.
806-89/90	Public Health	Bayview Hunter's Point Foundation - Afterquake Project
807-89/90	Public Health	California College of Podiatric Medicine
808-89/90	Public Health	Regents, University of California, San Francisco
809-89/90	Public Health	San Francisco Hearing & Speech Center
810-89/90	Public Health	Midwest Inventory Service, Inc.
811-89/90	Public Health	Withbert W. Payne, CPA
812-89/90	Public Health	Shanti Project
813-89/90	Public Health	S.F. AIDS Foundation (Client Services & Education)
814-89/90	Public Health	National Association of Black & White Men Together
815-89/90	Public Health	Mission Neighborhood Health Center
816-89/90	Public Health	Health Management Systems, Inc.
817-89/90	Public Health	Tecxel Corporation
818-89/90	Public Utilities Commission	Transit Maintenance Consultants
819-89/90	Public Utilities Commission	J & W Leas and Associates
820-89/90	Public Utilities Commission	CH2M Hill



CLASSIFICATION MATTERS (cont.)

1081-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
821-89/90	Public Works	ECO Analysis, Inc.
822-89/90	Recreation and Park	The Duffey Company
823-89/90	Sheriff	Dr. Harry Edwards
824-89/90	Sheriff	Ruth Morgan
825-89/90	Social Services	Catholic Charities (Guerrero House)
826-89/90	Social Services	Central City Hospitality House (Cambridge Hotel)
827-89/90	Social Services	Travelers Aid San Francisco
828-89/90	Fire	Core Corporation
829-89/90	Public Works	Glumac & Associates, Inc.
830-89/90	Controller	OBS Companies, Inc.
831-89/90	Controller	OBS Companies, Inc.
832-89/90	Controller	G.E. Consulting Services
833-89/90	Controller	G.E. Consulting Services

Action: Adopt staff report; notify the offices of the Controller and the Purchaser

COMPENSATION MATTERS

2179-90 Amendment to Actuarial Study related to the Trust Fund established by Charter Section 8.404 for Fiscal Year 1989-90. (Calendar Item No. 14)

Action: Transmit amended actuarial study to the Board of Supervisors, the General Manager, Public Utilities Commission, Employee Relations Division, Mayor's Office, and representatives of the Transport Workers Union for review and meet and confer considerations.



COMPENSATION MATTERS (cont.)

2181-90 Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in the State of California. (Calendar Item No. 13)

Action: Adopt staff report; certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter.

2182-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 5)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Jill Manton 3542 Curator II	Arts Commission	5	5
Joyce Pennington 1444 Secretary I	Public Library	3	3
Mark Hall 3630 Librarian I	Public Library	3	3
All Appointments 2330 Nurse Anesthetist	Public Health	4	4
Susan Cupples 2548 Occupational Therapist	Public Health	3	3

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Del Price A067 Legislative Policy Analyst	Board of Supervisors	5	5 12/31/90
Martha Jimenez A067 Legislative Policy Analyst	Board of Supervisors	3	3 12/31/90
Scott G. Miller 1801 Supervising Performance Auditor	Controller	5	5 12/31/90



COMPENSATION MATTERS (cont.)

2182-90

(cont.) B. TEMPORARY EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Eugene E. Jones, Jr. 1805 Associate Performance Auditor	Controller	4	4 12/31/90
Mary McParland 1446 Secretary II	Public Health	5	5 12/31/90
Tom Rickert 9146 Manager, Elderly and Handicapped Program, MUNI	Public Utilities Commission	2	2 12/31/90
Waynette Wash 1458 Legal Secretary I	Tax Collector	4	4 12/31/90

Action: Adopt staff report.

2183-90

Review of request for approval of proposed personal services contract to conduct an actuarial survey of Transit Operator benefits in accordance with Charter Section 8.404. (Calendar Item No. 9)

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. (Commissioner Tomoda excused from voting on this item pursuant to Charter Section 3.500).

EXAMINATION MATTERS

3115-90

Selection and adoption of numerical listing of alternative method for breaking tie scores, exclusive of uniform classifications, for Fiscal Year 1990-91. (Calendar Item No. 23)

Action: The Commission adopted the following numbers in the order listed as the alternative method of breaking tie scores: 1. 8; 2. 3; 3. 6; 4. 5; 5. 4; 6. 1; 7. 7; 8. 0; 9. 9; 10. 2.



EXAMINATION MATTERS (cont.)

3528-90 Appeals of staff denials of protest of the minimum requirements for Class 5177 Safety Officer. (Calendar Item No. 15)

April 16, 1990: Over to the meeting of May 21, 1990 at the request of Local 21.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of Local 21.

June 4, 1990: Over to the meeting of June 18, 1990 at the request of the Airports Commission.

Action: Off calendar; appeals of Michael Schneider and Walter Graze withdrawn.

IN-SERVICE MATTERS

4431-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 1801 Supervising Performance Auditor, Class 1805 Associate Performance Auditor, and Class 1850 Associate EDP Auditor, from six (6) months to one (1) year. (Calendar Item No. 7)

April 2, 1990: Post for adoption.

Action: Over to the meeting of July 16, 1990 at the request of Local 21.

4764-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 2496 Radiologic Technologist Supervisor and Class 2498 Director, Radiology, from six (6) months to one (1) year. (Calendar Item No. 6)

June 4, 1990: Post for adoption.

Action: Adopt.



IN-SERVICE MATTERS (cont.)

4823-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 10)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

6077-89 Proposed amendment to Civil Service Commission Rule 5 - General Hearing and Meeting Procedure, Section 5.06 - Appeal of General Manager's Action. (Calendar Item No. 8)

December 4, 1989: Post for adoption.

Action: Adopt.



REGULAR MEETING - JUNE 18, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Gregory Curriwan, 7367 Radio Technician, 6/E-11, Airports Commission, 1/1/90. (Calendar Item No. 17) (4)

March 5, 1990: Over to the meeting of April 2, 1990 at Mr. Curriwan's request.

April 2, 1990: Over to the meeting of June 4, 1990 at Mr. Curriwan's request.

June 4, 1990: Over to the meeting of June 18, 1990 at the request of the Airports Commission.

Action: Future employment as a Radio Technician at the Airports Commission subject to be review and approval of the General Manager, Personnel after two (2) years of satisfactory employment as a Radio Technician in a similar position outside the City and County Service.

Jack F. Fitzpatrick, H2 Firefighter, 115/E-24, San Francisco Fire Department, 4/12/90. (Calendar Item No. 19) (6)

Action: Off calendar at the request of Mr. Fitzpatrick's attorney. Mr. Fitzpatrick to notify the Assistant Secretary when prepared to proceed. Ineligible for employment in any position covered by the City and County of San Francisco civil service system pending final Civil Service Commission action.



John Graham, 7346 Painter, 34/E-4, Department of Public Health, Laguna Honda Hospital, 5/17/90. (Calendar Item No. 22) (7)

Action: Over to the meeting of July 16, 1990 at the request of Local 4.

Victoria Greenly, 2708 Custodian, 121/E-4, San Francisco Community College District, 5/2/90. (Calendar Item No. 20) (6)

Action: Remand to the department. (Commissioner Texidor del Portillo excused from voting pursuant to Charter Section 3.501).

Mary K. Patasaw, 2302 Orderly, 6/E-239, Department of Public Health, San Francisco General Hospital Medical Center, 12/28/89. (Calendar Item No. 21) (7)

March 5, 1990: Off calendar at the request of Local 250. Ms. Patasaw to notify the Assistant Secretary when prepared to proceed. Ms. Patasaw to remain ineligible for all City and County employment pending final determination by the Civil Service Commission.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of the Department of Public Health.

June 4, 1990: Off calendar at Ms. Patasaw's request. Ms. Patasaw to notify the Assistant Secretary when prepared to proceed. Ineligible for employment in any position covered by the City and County civil service system until a final decision is made by the Civil Service Commission.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years work experience outside the City and County Service. Not to be employed again by the Department of Public Health.



John Graham, 7346 Painter, 34/E-4, Department of Public Health, Laguna Honda Hospital, 5/17/90. (Calendar Item No. 22) (7)

Action: Over to the meeting of July 16, 1990 at the request of Local 4.

Victoria Greenly, 2708 Custodian, 121/E-4, San Francisco Community College District, 5/2/90. (Calendar Item No. 20) (6)

Action: Remand to the department. (Commissioner Texidor del Portillo excused from voting pursuant to Charter Section 3.501).

Mary K. Patasaw, 2302 Orderly, 6/E-239, Department of Public Health, San Francisco General Hospital Medical Center, 12/28/89. (Calendar Item No. 21) (7)

March 5, 1990: Off calendar at the request of Local 250. Ms. Patasaw to notify the Assistant Secretary when prepared to proceed. Ms. Patasaw to remain ineligible for all City and County employment pending final determination by the Civil Service Commission.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of the Department of Public Health.

June 4, 1990: Off calendar at Ms. Patasaw's request. Ms. Patasaw to notify the Assistant Secretary when prepared to proceed. Ineligible for employment in any position covered by the City and County civil service system until a final decision is made by the Civil Service Commission.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years work experience outside the City and County Service. Not to be employed again by the Department of Public Health.



Kenneth Schorner, 2450 Pharmacist, 2/E-15, Department of Public Health, San Francisco General Hospital Medical Center, 2/12/90. (Calendar Item No. 18) (6)

April 16, 1990: Over to the meeting of May 21, 1990 at the request of Local 790.

May 21, 1990: Over to the meeting of June 4, 1990 at the request of Local 790. (Second Special Order of Business at 3 P.M.).

June 4, 1990: Over to the meeting of June 18, 1990 at the request of Local 790.

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

GENERAL MANAGER'S REPORT (Calendar Item No. 11)

None.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 12)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 24)

None.

A D J O U R N M E N T





City and County of San Francisco

## CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT  
GRANT S. MICKINS, VICE PRESIDENT  
CLEO DONOVAN, COMMISSIONER  
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER  
RICHARD J. TOMODA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## SPECIAL MEETING MINUTES

JUNE 18, 1990

ROOM 282, SECOND FLOOR, CITY HALL

2 P.M.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Texidor del Portillo  
Commissioner Tomoda

Excused: Commissioner Munson

Commissioner Mickins presided

### EXAMINATION MATTERS

3543-90      Appeals of the Screening Committee's decision in the examination for Class 2969 Assistant Director, Social Services Program, (Calendar Item No. 1)

Action: Deny appeals of John Gan; John Borelli; and, James Butler, Local 535.





City and County of San Francisco

## CIVIL SERVICE COMMISSION

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JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## MINUTES OF MEETING

REGULAR MEETING - JULY 16, 1990

PART I - 2 P.M.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo  
Commissioner Tomoda

Commissioner Munson presided

MINUTES: A. Special Meeting of June 12, 1990  
B. Regular Meeting of June 18, 1990  
C. Special Meeting of June 18, 1990

Action: Approve.

### ANNOUNCEMENTS

None.

### CLASSIFICATION MATTERS

1091-90 Classification of proposed positions in the 1990-91 budget.  
(Calendar Item No. 5)

Action: Allocate positions to recommended classifications.



CLASSIFICATION MATTERS (cont.)

1092-90 Classification of positions in various City departments.  
(Calendar Item No. 6)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Airport	1	3522 Senior Museum Preparator (Sch. 50.3 \$1073B1298)	Same
Port	1	A741 Public & Government Affairs Director (J Rate \$2084B2533)	Establish Class 9382 Government and Public Affairs Manager, Port (J,Z Sch. 64.1 \$2084B2533) Draft class specification as detailed in the staff report.
Public Health/ Central Office	1	2825 Senior Health Educator (Sch. 60.6 \$1756B2135)	Same
	1	2822 Health Educator (Sch. 59.1 \$1634B1985)	Same
	1	1844 Senior Management Assistant (Sch. 57.6 \$1520B1844)	Same
	1	1446 Secretary II (Sch. 49.4 \$1027B1243)	1444 Secretary I (Sch. 46.3 \$887B1073)
	1	1720 Data Entry Operator (Sch. 43.3 \$769B929)	Same
	1	2112 Medical Records Technician (Sch. 50.6 \$1088B1316)	Same
	1	2328 Nurse Practitioner (Sch. 61.7 \$1853B2314)	Same
Public Health/ Laguna Honda Hospital	1	2920 Medical Social Worker (Sch. 57.2 \$1491B1809)	Same



CLASSIFICATION MATTERS (cont.)

1092-90 (cont.)	<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
	Public Health/ S.F. General Hospital	10	2305 Psychiatric Technician (Sch. 50.4 \$1078B1304)	Same
	Public Health/ CMHS	1	2930 Psychiatric Social Worker (Sch. 57.2 \$1491B1809)	Same

Action: Adopt staff report.

1093-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1-90/91	Airport	New Mont Elevator Analysts, Inc.
2-90/91	Controller	Boole and Babbage, Inc.
3-90/91	Fire	Health Check, Davies Medical Center
4-90/91	Health Service System	Blue Cross of California
5-90/91	Health Service System	Rael & Letson
6-90/91	Health Service System	Pacific Peer Review
7-90/91	Human Rights Commission	Automation Training Specialist, Inc.
8-90/91	Mayor's Office	Calvin Louie, CPA
9-90/91	Mayor's Office	Morrisania West
10-90/91	Mayor's Office	Catholic Charities - Mission District
11-90/91	Mayor's Office	San Francisco Educational Services



CLASSIFICATION MATTERS (cont.)

1093-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	12-90/91	Mayor's Office	Chinatown Youth Services
	13-90/91	Mayor's Office	Central City Hospitality House
	14-90/91	Mayor's Office	Legal Services for Children
	15-90/91	Mayor's Office	Real Alternatives Program
	16-90/91	Mayor's Office	Manatos & Manatos
	17-90/91	Mayor's Office	Hellan Roth Dowden
	18-90/91	Mayor's Office	San Francisco Host Committee
	19-90/91	Parking Authority	Laura Hogan Design
	20-90/91	City Planning	Recht-Hausrath
	21-90/91	Police	Center for Human Development
	22-90/91	Police	Catholic Charities Family Services
	23-90/91	Police	Maryann Fleming
	24-90/91	Port	University of California at Berkeley
	25-90/91	Public Health	Arriba Juntos/Institute for the Arts of Living
	26-90/91	Public Health	Haight Ashbury Free Clinics, Inc.
	27-90/91	Public Health	Regents of the University of California, Langley Porter Hospital
	28-90/91	Public Health	Catholic Charities of San Francisco
	29-90/91	Public Health	Shared Medical System
	30-90/91	Public Health	Catholic Charities
	31-90/91	Public Health	Children's Council of San Francisco
	32-90/91	Public Health	Continuum HIV Day Services



CLASSIFICATION MATTERS (cont.)

1093-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
33-90/91	Public Health	Northern California Ambulatory Health Services
34-90/91	Public Health	Asian American Recovery Services
35-90/91	Public Health	Family Service Agency of San Francisco
36-90/91	Public Health	Housing for Independent People, Inc.
37-90/91	Public Health	Respiratory Registry
38-90/91	Public Health	Fil Beza
39-90/91	Public Health	Family Service Agency
40-90/91	Public Health	Audrey L. Smith Development Center, Inc.
41-90/91	Public Health	Baker Places, Inc.
42-90/91	Public Health	Chemical Awareness and Treatment Services, Inc.
43-90/91	Public Health	Haight Ashbury Free Clinics, Inc. (Alcohol Treatment)
44-90/91	Public Health	Haight Ashbury Free Clinics, Inc. (Drug Detox and Aftercare)
45-90/91	Public Health	Liberation House, Inc.
46-90/91	Public Health	Oakes Children's Center, Inc.
47-90/91	Public Health	Regents of the University of California (Aids Health Project)
48-90/91	Public Health	S.F. Mental Health Education Funds, Inc.
49-90/91	Public Health	S.F. Suicide Prevention, Inc.
50-90/91	Public Health	Walden House, Inc.



CLASSIFICATION MATTERS (cont.)

1093-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	51-90/91	Public Health	Bayview Hunter's Point Multipurpose Senior Center
	52-90/91	Public Health	U.C.S.F. Family and Community Medicine/Denise Rogers, M.D.
	53-90/91	Public Health	Department of Biomechanics, CA. College of Podiatric Medicine
	54-90/91	Public Health	Mission Neighborhood Health Center
	55-90/91	Public Health	The Regents of the University of California
	56-90/91	Public Health	University of California San Francisco School of Medicine
	57-90/91	Public Health	Damon Clinical Laboratories
	58-90/91	Public Utilities Commission	George Pattee
	59-90/91	Public Utilities Commission	Camp Dresser & McKee, Inc.
	60-90/91	Public Utilities Commission	Gerald I. West, Ph.D.
	61-90/91	Public Utilities Commission	R.C. Research
	62-90/91	Public Utilities Commission	Peter Moyle, Ph.D.
	63-90/91	Public Utilities Commission	S.F. League of Urban Gardeners
	64-90/91	Public Works	California Computer Options
	65-90/91	Public Works	Faye Bernstein and Associates
	66-90/91	Public Works	Roger P. Maineri and Associates



CLASSIFICATION MATTERS (cont.)

1093-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	67-90/91	Public Works	H.J. Degnekolb, Structural Engineer
	68-90/91	Public Works	H.J. Degnekolb, Structural Engineer
	69-90/91	Public Works	James M. Montgomery
	70-90/91	Public Works	Joseph Chow and Associates
	71-90/91	Public Works	David Jenkins and Associates, Inc.
	72-90/91	Public Works	Environmental Science Associates
	73-90/91	Public Works	Pace Laboratories, Inc.
	74-90/91	Recreation & Park	Robert Hansen Golden Gate Park Band
	75-90/91	Retirement	Bankers Trust Company
	76-90/91	Retirement	Callan & Associates
	77-90/91	Retirement	Reviewco
	78-90/91	Retirement	Axe Core Investors
	79-90/91	Retirement	Axe-Houghton Management, Inc.
	80-90/91	Retirement	Brinson Partners, Inc.
	81-90/91	Retirement	Capital Guardian Trust Company
	82-90/91	Retirement	Caywood Christian Capital Management
	83-90/91	Retirement	Gifford Fong & Associates
	84-90/91	Retirement	Hanson Investment Management Company
	85-90/91	Retirement	Lewis, Bailey Associates, Inc.
	86-90/91	Retirement	McCulloch, Andrews & Cappiello, Inc.



CLASSIFICATION MATTERS (cont.)

1093-90  
(cont.)

	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	87-90/91	Retirement	MacKay Shields Financial Corporation
	88-90/91	Retirement	Miller, Anderson & Sherrerd
	89-90/91	Retirement	Nicholas-Applegate Capital Management
	90-90/91	Retirement	Oeschle International Advisors
	91-90/91	Retirement	RCM Capital Management
	92-90/91	Retirement	Scudder, Stevens & Clark
	93-90/91	Retirement	TCW Asset Management Company
	94-90/91	Retirement	The Townsend Group
	95-90/91	Retirement	Trinity Investment
	96-90/91	Retirement	Warburg Investment Management International
	97-90/91	S.F.U.S.D.	Belden, Inc.
	98-90/91	Social Services	AIDS Benefits Counselors
	99-90/91	Social Services	Central City Hospitality House (Cambridge Hotel)
	100-90/91	Social Services	Catholic Charities (Guerrero House)
	101-90/91	Mayor's Office	Operation Contact
	102-90/91	Public Health	Medicus Systems Corporation
Action:	1.	Contracts Number 99-90/91 and 100-90/91 off calendar at the request of staff.	
	2.	Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser. (Commissioner Tomoda excused from voting on Contracts Number 3-90/91, 4-90/91, 24-90/91, 27-90/91, 47-90/91 and 55-90/91 pursuant to Charter Section 3.500).	



## CLASSIFICATION MATTERS (cont.)

1094-90 Request from the Controller to use the funds from a position in Class 1686 Supervising Auditor for a position in Class 1801 Supervising Performance Auditor. (Calendar Item No. 23)

Action: Refer to staff for report and recommendation. Staff report to include analysis of potential allegations of discrimination, consideration of status of eligibles on the Class 1686 list and other relevant issues.

1095-90 Survey of one new position at the San Francisco International Airport. (Calendar Item No. 9)

Action: Adopt staff report.

1. Retitle and amend the specification for Class 3550 Museum Exhibition Designer to Class 3550 Exhibition Designer. Draft class specification as detailed in the staff report.
2. Allocate one position approved in the budget as Class 3550 Museum Exhibition Designer to Class 3550 Exhibition Designer (Sch. 56.1 \$1414B1714).
3. Amend the Annual Salary Ordinance accordingly.
4. Advise the Airport Decentralized Examination Unit to administer an examination for this classification.

## COMPENSATION MATTERS

2201-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

### A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Mark Barmore 8174 Attorney	City Attorney	5	5
Rhonda Johnson 8178 Senior Attorney	City Attorney	4	4
Camile Hamilton 8178 Senior Attorney	City Attorney	5	5



COMPENSATION MATTERS (cont.)

2201-90  
(cont.)

A. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Mark Paez 5278 Planner II	City Planning	3	3
Janice Padua 1426 Senior Clerk Typist	Public Health	2	2
Enea Bruno 6242 Plumbing Inspector	Public Works	5	5
Patricia Perez-Arce 2574 Clinical Psychologist	Public Health	5	5
Kenneth Willock 8304 Deputy Sheriff	Sheriff	5	5

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Mark Tipton 1805 Associate Performance Auditor	Controller	3	3 12/31/90
George Lemp 2804 Epidemiologist III	Public Health	3	3 12/31/90
All Employees 1440 Medical Transcriber Typist	Public Health	3	3
All Employees 2110 Medical Records Clerk	Public Health	3	3
All Employees 2112 Medical Records Technician	Public Health	3	3
All Employees 2305 Psychiatric Technician	Public Health	2	2



COMPENSATION MATTERS (cont.)

2201-90 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
A11 Employees 2312 Licensed Vocational Nurse	Public Health	2	2
A11 Employees 2312 Licensed Vocational Nurse (As Needed)	Public Health	3	3
A11 Employees 2390 Central Processing and Distribution Technician	Public Health	2	2
A11 Employees 2442 Diagnostic Medical Sonographer II	Public Health	5	5
A11 Employees 2450 Pharmacist	Public Health	3	3
A11 Employees 2493 Associate Radiologic Technologist	Public Health	5	5
A11 Employees 2494 Staff Radiologic Technologist	Public Health	5	5
A11 Employees 2495 Senior Radiologic Technologist	Public Health	5	5
A11 Employees 2496 Radiologic Technologist Supervisor	Public Health	5	5
A11 Employees 2498 Director, Radiology	Public Health	5	5
Mary Jane Sylvia 8169 Legislative Assistant	City Attorney	5	5 12/31/90
Ralph Jacobsen 1880 Chief of Systems	CAO	2	2 12/31/90



COMPENSATION MATTERS (cont.)

2201-90 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Kenneth Tashien 1880 Chief of Systems	Controller	3	3 12/31/90
Etienne LeGrand 1823 Senior Administrative Analyst	Mayor	3	3 12/31/90
Charles Robbins 9782 Assistant to Mayor I	Mayor	2	2 12/31/90
Margie O'Clair 9782 Assistant to Mayor I	Mayor	2	2 12/31/90
Margaret Roberts 1464 Medical Clerk Steno	Public Health	3	3 12/31/90
Aaron Lara 1736 Computer Operator II	Public Health	5	5 12/31/90
Thomas Fenwick 1737 Senior Computer Operator	Public Health	3	3 12/31/90
Larry Mitchell 1737 Senior Computer Operator	Public Health	5	5 12/31/90
Marsha Herring 2593 Health Program Coordinator III	Public Health	3	3 12/31/90
Karen Sue Sarlo 1312 Public Information Officer	SFUSD	5	5 12/31/90
Alan Briscoe 1818 MIS Specialist II	Social Services	5	5 12/31/90
Ashour Bebla 1821 MIS Manager	Social Services	5	5 12/31/90



COMPENSATION MATTERS (cont.)

2201-90 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Judy Lefler 2320 Registered Nurse	Social Services	6	6 12/31/90
Patrick Duterte 2948 Senior Social Service Supervisor	Social Services	5	5 12/31/90

Action: 1. Matter under Section A related to Mark Paez, Department of City Planning, over to the meeting of August 6, 1990.

2. Adopt staff report on all other appointments.

2198-90 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.  
(Calendar Item No. 8)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2213-90 Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in the State of California.  
(Calendar Item No. 26)

Action: Adopt staff report; certify rates to the Board of Supervisors pursuant to Section 8.405 of the Charter.

2228-90 Certification of wage schedules for Transit Operators pursuant to Section 8.404 of the Charter for Fiscal Year 1990-91.  
(Calendar Item No. 25)

Action: Adopt staff report; certify wage schedules; forward to the Board of Supervisors.



### EXAMINATION MATTERS

3160-90 Appeal of background rejection for Class Q2 Police Officer by Cheri L. Toney. (Calendar Item No. 27)  
Action: Off calendar at the request of the San Francisco Police Department.

3167-90 Appeal of background rejection for Class Q2 Police Officer by Jimmie E. Cato. (Calendar Item No. 28)  
Action: Over to the meeting of August 6, 1990 at Mr. Cato's request.

3168-90 Appeal of background rejection for Class Q2 Police Officer by William B. Fobbs. (Calendar Item No. 29)  
Action: Deny appeal of William B. Fobbs; sustain the decision of the Chief of Police.

3172-90 Appeal of provisions of the examination announcement for Class 1870 Programmer Analyst Trainee. (Calendar Item No. 30)  
Action: Adopt staff report; deny appeal of Robin Ko.

### IN-SERVICE MATTERS

4431-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 1801 Supervising Performance Auditor, Class 1805 Associate Performance Auditor, and Class 1850 Associate EDP Auditor, from six (6) months to one (1) year. (Calendar Item No. 10)  
April 2, 1990: Post for adoption.  
June 18, 1990: Over to the meeting of July 16, 1990 at the request of Local 21.  
Action: Off calendar. The General Manager, Personnel directed to write the Mayor's Employee Relations Division to request that the issue of unit assignment of these classes be resolved expeditiously. Status report on progress of the unit assignments to be made at the Civil Service Commission meeting on August 20, 1990.



IN-SERVICE MATTERS (cont.)

4956-90 Request from Lawrence Giovacchini to change his ethnicity identification. (Calendar Item No. 13)

Action: Approve request of Lawrence Giovacchini. Direct the San Francisco Fire Department and the Civil Service MIS Unit to amend its records.

4959-90 Request to make as-needed temporary exempt appointments in Class 2312 Licensed Vocational Nurse per Charter Section 8.300(5) and to approve these appointments at Step 3 in the salary range in accordance with Section VII A.3.C of the Salary Standardization Ordinance. (Calendar Item No. 14)

Action: Over to the meeting of August 6, 1990 at the request of Local 250.

4960-90 Request for continuation of temporary exempt status for Class P-103 Special Duty (Per Diem) Nurse. (Calendar Item No. 15)

Action: Adopt staff report; approve request.

4974-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 20)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4975-90 Proposed Charter amendment (Second Draft) amending Charter Section 4.105 by creating an exempt position of Confidential Secretary to the Chief Adult Probation Officer. (Calendar Item No. 18)

Action: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment.



IN-SERVICE MATTERS (cont.)

4976-90 Proposed Charter amendment (Second Draft) amending Charter Sections 8.509, 8.511, 8.557, 8.559-13, 8.581, 8.585-13, 8.586-13, and 8.588-13 regarding employment after retirement for miscellaneous and safety employees. (Calendar Item No. 19)

Action: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment.

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 911-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. 16)

Action: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

4990-90 Extension of permanent and temporary holdover rights for employees in Class 2526 Ambulance Driver and Class 2528 Medical Steward. (Calendar Item No. 17)

Action: Adopt staff report. Extend holdover rights of former employees in Class 2526 Ambulance Driver and in Class 2528 Medical Steward for a period of one year beginning July 1, 1990 and ending June 30, 1991.

4991-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of Class 8216 Senior Parking Control Officer from six (6) months to one (1) year. (Calendar Item No. 11)

Action: Post.

6003-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of Class 8127 Chief Investigator, Office of Citizen Complaints, from six (6) months to one (1) year. (Calendar Item No. 12)

Action: Post.



IN-SERVICE MATTERS (cont.)

6004-90 Correspondence from Superintendent of Schools Ramon Cortines and Joan-Marie Shelley, President, United Educators of San Francisco, reflecting the intent of the San Francisco Unified School District and the United Educators of San Francisco to jointly seek legislation to bring the paraprofessional employees of the San Francisco Unified School District under the State of California Education Code. (Calendar Item No. 24)

Action: The Civil Service Commission unanimously endorsed the proposal to bring the paraprofessional employees of the San Francisco Unified School District under the State of California Education Code.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 16, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

John Graham, 7346 Painter, 34/E-4, Department of Public Health, Laguna Honda Hospital, 5/17/90. (Calendar Item No. 35) (7)

June 18, 1990: Over to the meeting of July 16, 1990 at the request of Local 4.

Action: Off calendar at Mr. Graham's request. Mr. Graham to notify the Assistant Secretary when prepared to proceed. Ineligible for any employment covered by the City and County of San Francisco civil service system until this matter is resolved by the Civil Service Commission.

Winchell T. Hayward, 5242 Senior Electrical Engineer, 1/CPE-8, Public Utilities Commission, Utilities Engineering Bureau, 6/23/90. (Calendar Item No. 32) (5)

Action: Off calendar at the joint request of Local 21 and Public Utilities Commission.

Francis O. Leonor, 2320 Registered Nurse, 6/E-870, Department of Public Health, San Francisco General Hospital Medical Center, 5/31/90. (Calendar Item No. 34) (4)

Action: Off calendar at Ms. Leonor's request. Ms. Leonor to notify the Assistant Secretary when prepared to proceed. Ineligible for any employment covered by the City and County of San Francisco civil service system until this matter is resolved by the Civil Service Commission.



Andrea Young, 6120 Environmental Health Inspector, 6/E-15, Department of Public Health, Central Office 5/30/90. (Calendar Item No. 33) (6)

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of five (5) years' work experience outside the City and County service. Not to be employed again by the Department of Public Health.

GENERAL MANAGER'S REPORT. (Calendar Item No. 21)

Report on Decentralized Personnel Units.

The Commission directed the General Manager, Personnel to submit a plan within ninety (90) days outlining in detail alternative arrangements, including funding aspects, for restoring the personnel function of the Decentralized Personnel Units to the direct management of the General Manager, Personnel, Civil Service Commission, and within the jurisdiction of the Civil Service Commission.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 22)

1. Monthly report on city wide classification study of EDP positions received.
2. Commissioner Texidor del Portillo requested that the Secretary notify the Mayor that the Commission has received the final report of the Mayor's Task Force on Family Policy entitled "Approaching 2000: Meeting the Challenges to San Francisco's Families" and has directed the staff to expedite the process of implementing the recommended changes.
3. Commissioner Munson appointed Commissioner Tomoda to represent the Civil Service Commission at the Mayor's Task Force on Collective Bargaining.



INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 36)

The following persons addressed the Commission on the delay in administering the examination for Class 2822 Health Educator:

Sara Rigler-Udo  
Valerie Kegebein  
John Goodhart  
Karen Morgan  
Garth Collins

The Commission requested that the General Manager, Personnel investigate this matter and report to the Commission on his findings at the next meeting on August 6, 1990.

A D J O U R N M E N T

In memory of Lorraine Garcia, mother of Larry Garcia, the Civil Service Commission Management Information Services Manager.





City and County of San Francisco

## CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT  
GRANT S. MICKINS, VICE PRESIDENT  
CLEO DONOVAN, COMMISSIONER  
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER  
RICHARD J. TOMODA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## MINUTES OF MEETING

REGULAR MEETING - AUGUST 6, 1990

PART I - 2 P.M.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Tomoda

Excused: Commissioner Munson  
Commissioner Texidor del Portillo

Commissioner Mickins presided

MINUTES: Regular Meeting of July 16, 1990

Action: Approve.

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### ANNOUNCEMENTS

1. The Civil Service Commission met with the City Attorney at 12:30 P.M. pursuant to Section 54956.9 of the State of California Government Code to discuss pending litigation in the matter of Loomis, et al. versus Silverman, et al. (Superior Court No. 811-096). Commissioners Mickins, Donovan and Tomoda were present. No action was taken.
2. Due to Labor Day holiday on September 3, 1990 which conflicts with the date of a regularly scheduled Civil Service Commission meeting, the Civil Service Commission has cancelled its meeting of September 3, 1990. The Commission will meet once during September 1990 on September 17, 1990.



CLASSIFICATION MATTERS

1094-90 Request from the Controller to use the funds from a position in Class 1686 Supervising Auditor for a position in Class 1801 Supervising Performance Auditor. (Calendar Item No. 11)

July 16, 1990: Refer to staff for report and recommendation. Staff report to include analysis of potential allegations of discrimination, consideration of status of eligibles on the Class 1686 list and other relevant issues.

Action: Off calendar.

1100-90 Appeal of staff denial of a request for appointment rights to Class 3464 Area Supervisor, Parks, Squares and Facilities from Mr. Marvin Zanoni as a result of a layoff from Class 3440 Landscaping and Street Planting Supervisor. (Calendar Item No. 6)

Action: Adopt staff report; deny Mr. Zanoni's request that he be granted appointment rights to Class 3464 Area Supervisor, Parks, Squares and Facilities.

1101-90 Request to designate Class 1844 Senior Management Assistant as similarly related to Class 8247 Emergency Planning Coordinator for layoff purposes. (Calendar Item No. 7)

Action: Adopt staff report.

1. Designate Class 1844 Senior Management Assistant as similarly related to Class 8247 Emergency Planning Coordinator for layoff purposes.
2. Approve the permanent appointment to Class 1844 Senior Management Assistant of Mr. Carl Koon, eligible on the holdover list for Class 8247 Emergency Planning Coordinator, effective August 1, 1990.



CLASSIFICATION MATTERS (cont.)

1102-90 Classification of positions in various City departments.  
(Calendar Item No. 5)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Board of Supervisors	1	1840 Junior Management Assistant (Sch. 52.3 \$1180B1429)	1222 Senior Payroll and Personnel Clerk Sch. 51.7 \$1147B1388.
Public Works	1	5204 Assistant Civil Engineer (Sch. 56.9 \$1470B1782)	Same
	1	1844 Senior Management Assistant (Sch. 57.6 \$1520B1844)	Same
Human Rights Commission	4	2992 Contract Compliance Officer I (Sch. 59.3 \$1650B2004)	Same

Action: Adopt staff report.

1103-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
103-90/91	Airport	Friedland Associates
104-90/91	Arts Commission	San Francisco State University
105-90/91	City Attorney	Golden Gate University Hastings College of the Law, University of San Francisco
106-90/91	City Attorney	Golden Gate University Hastings College of the Law, University of San Francisco
107-90/91	Controller	Pilot Executive Software
108-90/91	Fire	Tiburon/PSW3, Inc.



CLASSIFICATION MATTERS (cont.)

1103-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	109-90/91	Fire	California Specialized Training Institute
	110-90/91	Juvenile Probation	Potrero Hill Neighborhood House
	111-90/91	Juvenile Probation	Bayview Hunter's Point Foundation
	112-90/91	Public Health	MEDS of Pennsylvania, Inc.
	113-90/91	Public Health	Carolyn K. Harvey, D.P.M.
	114-90/91	Public Health	Peter B. Harrison, M.D.
	115-90/91	Public Health	Haight Ashbury Free Clinic, Inc.
	116-90/91	Public Health	The Salvation Army
	117-90/91	Public Health	Windom Health Enterprises
	118-90/91	Public Health	University of California, S.F.
	119-90/91	Public Health	H.H. Brady, D.D.S.
	120-90/91	Public Works	Everett Brandon and Associates
	121-90/91	Public Works	Oracle Corporation
	122-90/91	Public Works	Connor Neely Associates, Inc.
	123-90/91	Public Works	Galson Technical Services
	124-90/91	Public Works	Asbestos Consultants of California
	125-90/91	Public Works	Tim Meager and Associates
	126-90/91	Public Works	Mick Hurley Consulting
	127-90/91	Public Works	Duffy and Duffy
	128-90/91	Public Works	DPAS Sanford Zimmerman
	129-90/91	Recorder	Infotox



CLASSIFICATION MATTERS (cont.)

1103-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
130-90/91	Registrar	Data Information Management Systems
131-90/91	S.F. Community College District	Liebert, Cassidy & Frierson
132-90/91	Sheriff	Jennifer Geagan
133-90/91	Social Services	Regents of the University of California: Fragile Infant
134-90/91	Social Services	Catholic Youth Organization/Charila Foundation
135-90/91	Social Services	Family Service Agency of S.F.
136-90/91	Social Services	U.C. California, Infant-Parent Program
137-90/91	Social Services	San Francisco Child Abuse Council
138-90/91	Social Services	San Francisco Food Bank

Action:

1. Contracts Number 133-90/91 and 136-90/91 over to the meeting of August 20, 1990 due to lack of a quorum in that only three Commissioners were present and Commissioner Tomoda was excused from voting on these two contracts under Charter Section 3.500.
2. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2201-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 8)

July 16, 1990: Matter under Section A related to Mark Paez, Department of City Planning, over to the meeting of August 6, 1990.



COMPENSATION MATTERS (cont.)

2201-90    A.    PERMANENT AND EXEMPT APPOINTMENTS

(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Mark Paez 5278 Planner II	City Planning	3	3

Action:    Adopt staff report.

2247-90    Review of proposed Charter amendment adding Sections 8.509-1, 8.509-2, 8.509-3, 8.509-4, 8.509-5, 8.509-6 and 8.509-7 regarding impartial arbitration of wage and benefit disputes for the Fire Department, Police Department and Airport Police Officers. (Calendar Item No. 13)

Action:    Over to the meeting of August 20, 1990 to allow time for proponents of this measure to submit written statement as requested by Vince Courtney of the law firm of Davis, Reno and Courtney.

2249-90    Request for appointment above the entrance rate for various employees. (Calendar Item No. 9)

A.    PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Patricia Marrone 1549 Secretary, Juvenile Probation Commission	Juvenile Probation Commission	5	5
Carol Shagoury 2323 Clinical Nurse Specialist	Public Health	5	5
Mongkol Mahavongtrakul 5234 Junior Electrical Engineer	Public Utilities Commission	5	5
Alex Kwan 6242 Plumbing Inspector	Public Works	3	3
Daniel Shea 6242 Plumbing Inspector	Public Works	5	5



COMPENSATION MATTERS (cont.)

2249-90 B. TEMPORARY EXEMPT APPOINTMENTS

(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Karen Knoell 2450 Pharmacist (20 Hours)	Public Health	5	5 6/30/91
Karen Knoell 2454 Clinical Pharmacist (20 Hours)	Public Health	3	3 6/30/91
Chris Collins 1842 Management Assistant	Social Services	4	4 6/30/91
Joseph Hancock 1471 Elections Worker	Registrar of Voters	5	5 6/30/91
Aurora Pan 1471 Elections Worker	Registrar of Voters	5	5 6/30/91
Sandra Schwartz 8419 Prisoner Services Counselor	Sheriff	5	5 6/30/91

Action: Adopt staff report.

EXAMINATION MATTERS

3167-90 Appeal of background rejection for Class Q2 Police Officer by Jimmie E. Cato. (Calendar Item No. 17)

July 16, 1990: Over to the meeting of August 6, 1990 at Mr. Cato's request.

Action: Over to the meeting of September 17, 1990 at the request of Mr. Cato's attorney.

3174-90 Appeal of background rejection for Class Q2 Police Officer by David M. Godmintz. (Calendar Item No. 19)

Action: Deny appeal; sustain the decision of the Chief of Police (no show).



EXAMINATION MATTERS (cont.)

3175-90 Appeal of background rejection for Class Q2 Police Officer by Joan L. House. (Calendar Item No. 18)

Action: Over to the meeting of August 20, 1990 at Ms. House's request.

IN-SERVICE MATTERS

4959-90 Request to make as-needed temporary exempt appointments in Class 2312 Licensed Vocational Nurse per Charter Section 8.300(5) and to approve these appointments at Step 3 in the salary range in accordance with Section VII A.3.C of the Salary Standardization Ordinance. (Calendar Item No. 10)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of Local 250.

Action: Adopt staff report; approve request.

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 911-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. 16)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

Action:

1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.



IN-SERVICE MATTERS (cont.)

6107-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 12)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 6, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Joel Anderson, 5362 Civil Engineering Assistant II, 51/CPE-3, Department of Public Works, Clean Water Program, 7/29/89. (Calendar Item No. 23) (4)

Action: September 18, 1989: Off calendar at the request of the Civil Service Commission EEO Unit.

Action: Over to the meeting of August 20, 1990 at the request of the Department of Public Works.

Maria Aponte, 1424 Clerk Typist, LT, Department of Public Health, San Francisco General Hospital Medical Center, 6/22/90. (Calendar Item No. 22) (1)

Action: Off calendar. Request for hearing withdrawn. Departmental recommendation to be implemented administratively.

Christopher Hollingsworth, 2312 Licensed Vocational Nurse, 2/E-102, Department of Public Health, San Francisco General Hospital Medical Center, 6/26/90. (Calendar Item No. 24) (4)

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.



Ronald Urrutia, 1404 Clerk, 11/CPE-2, Department of Public Health, San Francisco General Hospital Medical Center, 5/17/90. (Calendar Item No. 26) (6)

Action: Off calendar at the request of the Department of Public Health.

Marietta A. Victa, 1842 Management Assistant, 79/CPE-6, San Francisco Fire Department, 7/12/90. (Calendar Item No. 21) (5)

Action: Over to the meeting of August 20, 1990 at the request of Ms. Victa's attorney.

Maria Winthal, 1404 Clerk, 57/CPE-3, Department of Public Health, San Francisco General Hospital Medical Center, 7/2/90. (Calendar Item No. 25) (3)

Action: Over to the meeting of September 17, 1990 at the request of Local 790.

GENERAL MANAGER'S REPORT (Calendar Item No. 14)

- A. Report by the Director of Training on the Citywide Management Training Needs Analysis.
- B. Report on schedule of examination for Class 2822 Health Educator as requested at the Civil Service Commission meeting of July 16, 1990.

Reports submitted. No action taken.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 15)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 27)

None.

A D J O U R N M E N T





City and County of San Francisco

## CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT  
GRANT S. MICKINS, VICE PRESIDENT  
CLEO DONOVAN, COMMISSIONER  
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER  
RICHARD J. TOMODA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## MINUTES OF MEETING

AMENDED

REGULAR MEETING - AUGUST 20, 1990

PART I - 2 P.M.

Present: Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo  
Commissioner Tomoda

Excused: Commissioner Donovan

Commissioner Munson presided

MINUTES: Regular Meeting of August 6, 1990

Action: Approve.

### ANNOUNCEMENTS:

1. Due to the Labor Day Holiday, the Civil Service Commission has cancelled its meeting of September 3, 1990. The Commission will meet once during September on Monday, September 17, 1990.
2. Report of Executive Sessions:



ANNOUNCEMENTS (cont.)

- A. The Civil Service Commission met in closed session on Monday, August 13, 1990 at 4 P.M. in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to discuss pending litigation in the matter of the Officers for Justice, et al. versus the Civil Service Commission, et al. and the United States of America versus the City and County of San Francisco, et al. (United States District Court C73-0657 RFP and C77-2884 RFP). All the members of the Civil Service Commission were present. No action was taken.
- B. The Civil Service Commission met in closed session on Monday, August 13, 1990 at 4:30 P.M. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss the appeal of Robert J. Geary in the examination for Class Q50 Police Sergeant, San Francisco Police Department, pursuant to the appeal procedure dictated by the Supplemental Order of the United States District Court in the matter of the Officers for Justice, et al. versus the Civil Service Commission, et al. and the United States of America versus the City and County of San Francisco, et al. (United States District Court C73-0657 RFP and C77-2884 RFP). All the members of the Commission were present. The Commission voted unanimously to deny the appeal.
- C. The Civil Service Commission met in closed session on Monday, August 20, 1990 at 12 Noon in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss a labor relations matter with its labor negotiator. Present were Commissioners Munson, Mickins and Tomoda. The Commission instructed its labor negotiator.
- D. The Civil Service Commission met in closed session on Monday, August 20, 1990 at 12:30 P.M. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss the appeals of Severo N. Flores and Robert Tayac in the examination for Class Q50 Police Sergeant, San Francisco Police Department, pursuant to the appeal procedure dictated by the Supplemental Order of the United States District Court in the matter of the Officers for Justice, et al. versus the Civil Service Commission, et al. and the United States of America versus the City and County of San Francisco, et al. (United States District Court C73-0657 RFP and C77-2884 RFP). Present were Commissioners Munson, Mickins, Texidor del Portillo and Tomoda.

The following action was taken:

The Commission denied the appeal of Robert Tayac (Vote of 4 to 0).

The Commission denied the appeal of Severo N. Flores (Vote of 4 to 0).



### CLASSIFICATION MATTERS

1103-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

August 6, 1990: Contracts Number 133-90/91 and 136-90/91 over to the meeting of August 20, 1990 due to lack of a quorum in that only three Commissioners were present and Commissioner Tomoda was excused from voting on these two contracts under Charter Section 3.500.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
133-90/91	Social Services	Regents of the University of California: Fragile Infant
136-90/91	Social Services	U.C. California, Infant-Parent Program

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. (Commissioner Tomoda excused from voting pursuant to Charter Section 3.500).

1111-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
139-90/91	Airport	College of San Mateo, Office of Industrial Relations
140-90/91	Art Commission	George Gonzales
141-90/91	Art Commission	Mildred Howard
142-90/91	Art Commission	Hilda Shum
143-90/91	CAO	Vicky Hill
144-90/91	Library	Friends of the San Francisco Public Library
145-90/91	Library	Friends of the San Francisco Public Library
146-90/91	Mayor	San Francisco Safe, Inc.
147-90/91	Public Health	UCSF/AIDS Health Project



1111-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
148-90/91	Public Health	Sharon Mulgres
149-90/91	Public Health	Physical Therapy Registry Network
150-90/91	Public Health	Physical and Occupational Therapy Registry
151-90/91	Public Health	Haight Ashbury Free Clinic, Inc.
152-90/91	Public Health	Youth Environment Study
153-90/91	Public Health	California Children's Home, Inc.
154-90/91	Public Health	DSA Medical Services, Inc.
155-90/91	Public Health	Genesis Church and Ecumenical Center
156-90/91	Public Health	Continuum HIV Day Services
157-90/91	Public Health	Grand Central Answering Service
158-90/91	Public Health	Catholic Charities of San Francisco
159-90/91	Port	Towill, Inc.
160-90/91	Public Utilities Commission	Smith-Dawson Associates, Inc.
161-90/91	Public Utilities Commission	Jackson Research Projects
162-90/91	Public Works	North Bay Communications
163-90/91	SFUSD	Controltech
164-90/91	Sheriff	Jose Ochoa
165-90/91	Social Services	San Francisco Educational Services
166-90/91	Social Services	The Family School
167-90/91	Commission on Status of Women	Asian Women's Shelter



1111-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
168-90/91	Commission on Status of Women	Asian Women's Shelter
169-90/91	Commission on Status of Women	Donaldina Cameron House
170-90/91	Commission on Status of Women	La Casa de las Madres
171-90/91	Commission on Status of Women	La Casa de las Madres
172-90/91	Commission on Status of Women	Rosalie House
173-90/91	Commission on Status of Women	Rosalie House
174-90/91	Commission on Status of Women	WOMAN, Inc.
175-90/91	Commission on Status of Women	WOMAN, Inc.
176-90/91	Public Health	Pacific Presbyterian Medical Center Visiting Nurses and Hospice of San Francisco

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1112-90 Classification of positions in various City departments.  
(Calendar Item No. 6)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Assessor	4	4261 Real Property Appraiser (Sch. 54.4 \$1304B1580)	Same
Social Services	1	2946 Senior Eligibility Worker Supervisor (Sch. 59.5 \$1666B2023)	Same
	1	1842 Management Assistant (Sch. 54.9 \$1336B1618)	Same

Action: Adopt staff report.



CLASSIFICATION MATTERS (cont.)

1113-90 Request to make a temporary exempt appointment per Charter Section 8.300(5) in the Department of Public Works. (Calendar Item No. 13)

Action: Off calendar.

COMPENSATION MATTERS

2247-90 Review of proposed Charter amendment adding Sections 8.509-1, 8.509-2, 8.509-3, 8.509-4, 8.509-5, 8.509-6 and 8.509-7 regarding impartial arbitration of wage and benefit disputes for the Fire Department, Police Department and Airport Police Officers. (Calendar Item No. 14)

August 6, 1990: Over to the meeting of August 20, 1990 to allow time for proponents of this measure to submit written statement as requested by Vince Courtney of the law firm of Davis, Reno and Courtney.

Action: Over to the meeting of September 17, 1990 at the request of Vince Courtney.

EXAMINATION MATTERS

3175-90 Appeal of background rejection for Class Q2 Police Officer by Joan L. House. (Calendar Item No. 15)

August 6, 1990: Over to the meeting of August 20, 1990 at Ms. House's request.

Action: Over to the meeting of September 17, 1990 at Ms. House's request.

3564-90 Request to announce Classes 9211 Airport Police Sergeant, 9215 Airport Police Lieutenant, and 9216 Airport Police Captain examinations on a promotive only basis. (Calendar Item No. 10)

Action: Adopt staff report.

1. Approve the examination announcements of Classes 9211 Airport Police Sergeant, 9215 Airport Police Lieutenant, and 9216 Airport Police Captain on a promotive only basis.
2. Advise the Airport Decentralized Examination Unit to administer the above examinations.



IN-SERVICE MATTERS

4991-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of Class 8216 Senior Parking Control Officer from six (6) months to one (1) year. (Calendar Item No. 7)

July 16, 1990: Post.

Action: Adopt.

6003-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of Class 8127 Chief Investigator, Office of Citizen Complaints, from six (6) months to one (1) year. (Calendar Item No. 8)

July 16, 1990: Post.

Action: Off calendar.

6128-90 Report in accordance with San Francisco Administrative Code 16.9-25 (d), The Sexual Harassment Ordinance. (Calendar Item No. 9)

Action: Adopt staff report. Forward to the Board of Supervisors, the Mayor, the Human Rights Commission and the Commission on the Status of Women.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 20, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Joel Anderson, 5362 Civil Engineering Assistant II, 51/CPE-3, Department of Public Works, Clean Water Program, 7/29/89. (Calendar Item No. 18) (4)

September 18, 1989: Off calendar at the request of the Civil Service Commission EEO Unit.

August 6, 1990: Over to the meeting of August 20, 1990 at the request of the Department of Public Works.

Action: Over to the meeting of September 17, 1990 at the request of Mr. Anderson's attorney.

Thomas Hutchings, 7344 Carpenter, 6/E-10, Public Utilities Commission, San Francisco Water Department, 9/6/89. (Calendar Item No. 19) (4)

October 2, 1989: Over to the meeting of November 6, 1989 at the request of Mr. Hutchings' attorney.

November 6, 1989: Over to the meeting of December 4, 1989 at the request of Mr. Hutchings' attorney.

December 4, 1989: Over to the meeting of January 8, 1990 at the request of the Public Utilities Commission.

January 8, 1990: Over to the meeting of February 5, 1990 at the request of Mr. Hutchings' attorney.

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Mr. Hutchings' attorney.



March 5, 1990:                   Return name to reemployment register. The Commission retains jurisdiction over this matter and will make a final determination upon receipt of the investigatory report by the District Attorney's Office.

Action:                   Deny request for back pay, retroactive sick pay and vacation credits, and other benefits.

Marietta A. Victa, 1842 Management Assistant, 79/CPE-6, San Francisco Fire Department, 7/12/90. (Calendar Item No. 17) (5)

August 6, 1990:                   Over to the meeting of August 20, 1990 at the request of Ms. Victa's attorney.

Action:                   Approve. Reinstate to a position in the Class from which promoted in Class 1840 Junior Management Assistant. Return name to the reemployment register for Class 1842 Management Assistant.

GENERAL MANAGER'S REPORT. (Calendar Item No. 11)

Report from the Employee Relations Director:

Issue of Representation Rights for Classes 1801 Supervising Performance Auditor, 1805 Associate Performance Auditor and 1850 Associate EDP Auditor.

Report from staff on classification studies underway.

Reports received. No action taken.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 12)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 20)

None.

A D J O U R N M E N T





City and County of San Francisco

## CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT  
GRANT S. MICKINS, VICE PRESIDENT  
CLEO DONOVAN, COMMISSIONER  
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## SPECIAL MEETING MINUTES

SEPTEMBER 17, 1990

ROOM 282, SECOND FLOOR, CITY HALL

2 P.M.

DOCUMENTS DEPT.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo

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Commissioner Munson presided.

### IN-SERVICE MATTERS

#### ITEM NO.

6330-90 Nominate Albert C. Walker, Assistant Secretary, Civil Service Commission, to the Task Force on Transfer Benefits to review transfer sick leave and vacation transfer programs (Ordinance No. 114-90). (Calandar Item No. 1)

Action: Approve nomination, forward to the Board of Supervisors.





**City and County of San Francisco**  
**CIVIL SERVICE COMMISSION**

**A. LEE MUNSON, PRESIDENT  
GRANT S. MICKINS, VICE PRESIDENT  
CLEO DONOVAN, COMMISSIONER  
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER**

**JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY**

## **MINUTES OF MEETING**

REGULAR MEETING - SEPTEMBER 17, 1990

PART I - 2 P.M.

**Present:** Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo

Commissioner Munson presided

MINUTES: Regular Meeting of August 20, 1990

Action: Approve.

ANNOUNCEMENTS:

1. Commission President A. Lee Munson announced the death of Commissioner Richard Tomoda on September 4, 1990. Each Commissioner expressed personal sentiments of grief and sorrow.
2. The Civil Service Commission met in closed session on Monday, August 27, 1990 at 4:30 P.M. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss appeals in the examination for Class Q50 Police Sergeant, San Francisco Police Department, pursuant to the appeal procedure dictated by the Supplemental Order of the United States District Court in the matter of the Officers for Justice, et al. versus the Civil Service Commission, et al. and the United States of America versus the City and County of San Francisco, et al. (United States District Court C73-0657 RFP and C77-2884 RFP).



The Commission considered the appeal of Jim Miller. Present were Commissioners Munson, Mickins, Donovan and Tomoda. The Commission voted to deny the appeal of Jim Miller (Vote of 4 to 0).

The meeting was recessed to the Call of the Chair.

3. The Civil Service Commission met with the City Attorney in closed session on Monday, September 17, 1990 at 12:30 P.M. in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to discuss pending litigation in the matter of Loomis, et al. versus Silverman, et al. (Superior Court No. 811-096) and pending litigation in the matter of the San Francisco Interns and Residents Association versus the City and County of San Francisco, the Controller, the Board of Supervisors and the City Attorney (Superior Court No. 878-511).

All members of the Civil Service Commission were present.

No action was taken in the matter of Loomis, et al. versus Silverman, et al. (Superior Court No. 811-096).

The Civil Service Commission unanimously approved a tentative settlement agreement in the matter of San Francisco Interns and Residents Association versus the City and County of San Francisco, the Controller, the Board of Supervisors and the City Attorney (Superior Court No. 878-511).

#### CLASSIFICATION MATTERS

1125-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
177-90/91	Adult Probation	California Community Dispute Services
178-90/91	Airport	County of San Mateo, Director of Planning
179-90/91	Airport	Joint Association of Trans Pacific Geotechnical & Dames & Moore
180-90/91	Airport	Sequoia Analytical Laboratory
181-90/91	Airport	Ed Bernauer, Ph.D.
182-90/91	Airport	Hood and Strong, CPAs
183-90/91	Airport	The Parry Company



CLASSIFICATION MATTERS (cont')

1125-90 (cont')	NUMBER	DEPARTMENT	CONTRACTOR
	184-90/91	Art Commission	Ann Hamilton
	185-90/91	Art Commission	Alice Aycock
	186-90/91	Art Commission	Lothar Baumgarten
	187-90/91	Art Commission	Nayland Blake
	188-90/91	CAO	Brown, Vence & Associates
	189-90/91	CAO	Rai Okamoto
	190-90/91	City Attorney	Stanford Law School, Boalt Hall, University of California, Berkeley, School of Law
	191-90/91	City Planning	County of Santa Cruz
	192-90/91	Commission on Status of Women	WOMAN, Inc.
	193-90/91	Commission on Status of Women	Rosalie House
	194-90/91	Commission on Status of Women	La Casa de las Madres
	195-90/91	Commission on Status of Women	Asian Women's Shelter
	196-90/91	Controller	Bren Norris Associates, Inc.
	197-90/91	District Attorney	Santa Clara County
	198-90/91	Fire	UC San Francisco
	199-90/91	Fire	Wes Valentine
	200-90/91	Human Rights Commission	S.F. Intergroup Clearinghouse, Inc.
	201-90/91	Juvenile Court	Law Enforcement Psychological Services
	202-90/91	Police	Tri-County Extradition
	203-90/91	Port	Journal of Commerce
	204-90/91	Public Utilities Commission	Murray, Burns and Kienlen
	205-90/91	Public Utilities Commission	Foster Engineering, Inc.



CLASSIFICATION MATTERS (cont')

1125-90 (cont')	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	206-90/91	Public Works	General Industrial Insulation, Inc.
	207-90/91	Public Works	Marcor of California, Inc.
	208-90/91	Public Works	Excel Environmental
	209-90/91	Public Works	Baseline Environmental Consulting
	210-90/91	Public Works	Camp Dresser & McKee, Inc.
	211-90/91	Public Works	ERM-West
	212-90/91	Public Works	Eureka Laboratories, Inc.
	213-90/91	Public Works	AGS, Inc.
	214-90/91	Public Works	AGS, Inc.
	215-90/91	Public Works	Soil and Plant Laboratory, Inc.
	216-90/91	Real Estate	Martorana and Bohegian and Co.
	217-90/91	Real Estate	Moving Consultants & Coordinators
	218-90/91	SFUSD	Rudolph Fehr
	219-90/91	SFUSD	Reid & Tarics Associates
	220-90/91	Sheriff	Fania Davis
	221-90/91	Sheriff	Raymond Jones
	222-90/91	Sheriff	Grace Mendoza
	223-90/91	Social Services	Travelers Aid S.F./Drop-in Childcare Center
	224-90/91	Social Services	Hickman Homes, Inc.
	225-90/91	Social Services	Pledge House, Inc.
	226-90/91	Social Services	Nailah House, Inc.
	227-90/91	Controller	OBS Companies, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.



CLASSIFICATION MATTERS (cont')

1126-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
228-90/91	Public Health	National Public Health and Hospital Institute
229-90/91	"	University of California Poison Control/Toxic Information Center
230-90/91	"	O'Connor Carpet, Upholstery, & Drapery Cleaners
231-90/91	"	Laventhal & Horwath
232-90/91	"	Mercy Peninsula (Federal) Ambulance Company
233-90/91	"	Ambu-Trans, Inc.
234-90/91	"	Wheelvan Express
235-90/91	"	University of California, San Francisco Inst. Health Policy
236-90/91	"	University of California at San Francisco
237-90/91	"	Pharmedix
238-90/91	"	Haight Ashbury Free Medical Clinics
239-90/91	"	Bayview Hunter's Point Foundation
240-90/91	"	Asian American Health Forum
241-90/91	"	University of California - SFGH Family Planning
242-90/91	"	Sequoia Hospital District, Redwood City
243-90/91	"	Planned Parenthood of Alameda/San Francisco
244-90/91	"	PSP Information Group, Inc.
245-90/91	"	Community Vocational Enterprises, Inc.



CLASSIFICATION MATTERS (cont')

<u>1126-90 (cont')</u>	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	246-90/91	Public Health	Conard House, Inc.
	247-90/91	"	Instituto Familiar de la Raza
	248-90/91	"	Swords to Plowshares
	249-90/91	"	Westside Community Mental Health Center, Inc.
	250-90/91	"	Bayview Hunter's Point Foundation
	251-90/91	"	Westside Community Mental Health Center
	252-90/91	"	Bayview Hunter's Point Foundation
	253-90/91	"	Catholic Charities of San Francisco
	254-90/91	"	Crestwood Hospitals, Inc.
	255-90/91	"	Episcopal Community Services
	256-90/91	"	Family Service Agency of San Francisco
	257-90/91	"	La Cheim Residential Treatment Centers
	258-90/91	"	Mental Health Management I, Inc.
	259-90/91	"	MSC Psychiatric Services Corp.
	260-90/91	"	Northern California Ambulatory Health Services-(Children's Hospital)
	261-90/91	"	Pacific Mental Health Services, Inc.
	262-90/91	"	Progress Foundation
	263-90/91	"	Ramsell Corporation
	264-90/91	"	Recreation Center for the Handicapped, Inc.



CLASSIFICATION MATTERS (cont')

1126-90 (cont')	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	265-90/91	Public Health	Regents of the University of California Center on Deafness
	266-90/91	"	Regents of the University of California Department of Psychiatry (SFGH)
	267-90/91	"	Richmond Area Multi-Services, Inc.
	268-90/91	"	Saint Francis Memorial Hospital
	269-90/91	"	St. Luke's Hospital
	270-90/91	"	St. Mary's Hospital and Medical Center
	271-90/91	"	St. Mary Pharmacy Management Services
	272-90/91	"	California Medivan dba MV Transportation
	273-90/91	"	San Francisco Ambulance Co.

Action: Approve contract numbers 238, 239, 240, 243, 246, 247,  
248, 250, 252, 253, and 262; notify the offices of the  
Controller and the Purchaser.

Remainder of the contracts over to the meeting of  
October 1, 1990.

1127-90 Classification of new positions in the 1990-91 Budget.  
(Calendar Item No. 6)

Action: Adopt staff report; allocate new positions to  
recommended classifications; defer classification action  
on positions designated with symbol "SC."



COMPENSATION MATTERS

2247-90 Review of proposed Charter amendment adding Sections 8.509-1, 8.509-2, 8.509-3, 8.509-4, 8.509-5, 8.509-6 and 8.509-7 regarding impartial arbitration of wage and benefit disputes for the Fire Department, Police Department and Airport Police Officers. (Calendar Item No. 13)

August 6, 1990: Over to the meeting of August 20, 1990 to allow time for proponents of this measure to submit written statement as requested by Vince Courtney of the law firm of Davis, Reno and Courtney.

August 20, 1990: Over to the meeting of September 17, 1990 at the request of Vince Courtney.

Action: Over to the meeting of October 1, 1990 at the request of the General Manager, Personnel.

2284-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Kerry Ko 1240 Assistant Personnel Analyst	Public Works	5	5
William Lewis 9210 Airport Police Officer	Airport	5	5
Douglas Stoddard 1240 Assistant Personnel Analyst	Fire	3	3
Joseph Wyman 5278 Planner II	Port	4	4
Leslie Braverman 8174 Attorney	City Attorney	5	5
Shi Ling Hsu 8174 Attorney	City Attorney	5	5
Lisa Maglio 8178 Senior Attorney	City Attorney	5	5
Kathryn Borgenicht 2230 Physician Specialist	Public Health	5	5



COMPENSATION MATTERS (cont')2284-90  
(cont')A. PERMANENT AND EXEMPT APPOINTMENTS

Louzann Johnson 2555 Physical Therapy Assistant	Public Health	2	2
John Cahal 8482 Crime Prevention Worker	Police	3	3
Margaret Trezevant 2322 Head Nurse	Public Health	5	5
All Appointments in Class 1458 Legal Secretary I	All Departments	3	3

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Edwina Young 8185 Director, Family Support Bureau	District Attorney	5	5 6/30/91
Randall N. Margo 1805 Associate Performance Auditor	Controller	5	5 6/30/91
Gerald S. Martin 8246 Director, Emergency Services	Fire	5	5 6/30/91

Action: Appointments in Class 1458 Legal Secretary I over to the meeting of October 1, 1990. Adopt staff report on remainder of appointments.

2291-90 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.  
(Calendar Item No. 8)

Action: Adopt staff report; approve supervisory differential adjustments, notify departments accordingly.



EXAMINATION MATTERS

3167-90 Appeal of background rejection for Class Q2 Police Officer by Jimmie E. Cato. (Calendar Item No. 21)

July 16, 1990: Over to the meeting of August 6, 1990 at Mr. Cato's request.

August 6, 1990: Over to the meeting of September 17, 1990 at the request of Mr. Cato's attorney.

Action: Deny appeal; sustain the decision of the Chief of Police.

3175-90 Appeal of background rejection for Class Q2 Police Officer by Joan L. House. (Calendar Item No. 22)

August 6, 1990: Over to the meeting of August 20, 1990 at Ms. House's request.

August 20, 1990: Over to the meeting of September 17, 1990 at Ms. House's request.

Action: Grant appeal; find qualified as to background.

3196-90 Appeal of background rejection for appointment to Class H-2 Firefighter. (Calendar Item No. 19)

Action: Adopt staff report; deny appeal of Anthony Bologna.

3197-90 Appeal by Captain Peter Roybal, San Francisco Fire Department, of staff determination denying his challenges to the ethnicity identifications of individuals on the tentative eligible list for Class H-40 Battalion Chief. (Calendar Item No. 20)

Action: Refer to staff for further investigation and subsequent report to the Civil Service Commission.

3202-90 Appeal of background rejection for Class 8238 Police Communications Dispatcher by Bea J. LeBlanc. (Calendar Item No. 23)

Action: Over to the meeting of October 1, 1990 to be scheduled at or after 5:00 P.M.. The San Francisco Police Department to obtain further information on prior employment with the San Francisco Housing Authority.



EXAMINATION MATTERS (cont')

3203-90 Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (Calendar Item No. 24)

Action: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.

3204-90 Appeal of background rejection for Class Q2 Police Officer by Marc D. Kirby. (Calendar Item No. 25)

Action: Deny appeal; sustain the decision of the Chief of Police (Vote of 3 to 1. Commissioner Mickins dissents).

3206-90 Petition to appeal the conduct of the oral examination and the adoption of the eligible list for Class 1654 Principal Accountant. (Calendar Item No. 26)

Action: Adopt staff report; deny appeal of Rudolfo Papa.

IN-SERVICE MATTERS

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 911-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. 16)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

August 6, 1990: 1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.

2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.



IN-SERVICE MATTERS (cont')

4989-90  
(cont')

3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

Action: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

6276-90 Appeal of action by the General Manager, Personnel on medical examination of Gregory Savin, eligible for Class H-2 Firefighter. (Calendar Item No. 17)

Action: Adopt staff report; deny appeal of Gregory Savin.

6292-90 Proposed amendments to Civil Service Commission Rule 22 - Leaves of Absence, implementing certain recommendations of the Mayor's Task Force on Family Policy. (Calendar Item No. 9)

Action: Post.

6293-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 9382 Government and Public Affairs Manager, from six (6) months to one (1) year. (Calendar Item No. 10)

Action: Post.

6294-90 Regarding the future employability of Yao Ming (Keith) Pan. (Calendar Item No. 11)

Action: No future employment with the City and County of San Francisco.



IN-SERVICE MATTERS (cont')

6300-90 Appeal by the County Clerk of the decision of the General Manager, Personnel to reinstate Jose Arcega to a position in Class 8108 Senior Legal Process Clerk in the County Clerk's Office. (Calendar Item No. 18)

Action: Grant appeal. Direct the General Manager, Personnel to reinstate Jose Arcega to a position in Class 8108 Senior Legal Process Clerk in the Sheriff's Office.

6301-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 12)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 17, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Joel Anderson, 5362 Civil Engineering Assistant II, 51/CPE-3, Department of Public Works, Clean Water Program, 7/29/89. (Calendar Item No. 28) (4)

September 18, 1989: Off calendar at the request of the Civil Service Commission EEO Unit.

August 6, 1990: Over to the meeting of August 20, 1990 at the request of the Department of Public Works.

August 20, 1990: Over to the meeting of September 17, 1990 at the request of Mr. Anderson's attorney.

Action: Over to the meeting of October 1, 1990 at Mr. Anderson's request.

Gary Burke, 1424 Clerk Typist, 8/E-275, Rent Arbitration Board, 8/14/90. (Calendar Item No. 31) (9)

Action: Over to the meeting of October 1, 1990 at Mr. Burke's request.



Maurice A. Caracter, H-2 Firefighter, List E-29, San Francisco Fire Department, 8/24/90. (Calendar Item No. 29) (4)

Action: Over to the meeting of October 1, 1990 at Mr. Caracter's request.

Arthur Wade, 2908 Hospital Eligibility Worker, 3/CPE-1, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 30) (6)

January 22, 1990: Over to the meeting of February 5, 1990 at the request Local 535

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 535.

March 5, 1990: Off calendar at the request of Local 535. Mr. Wade to notify the Assistant Secretary when prepared to proceed. Mr. Wade to remain ineligible for all City and County employment pending final determination by the Civil Service Commission.

Action: Over to the meeting of October 1, 1990 at the request of Local 535.

Maria Winthal, 1404 Clerk, 57/CPE-3, Department of Public Health, San Francisco General Hospital Medical Center, 7/2/90. (Calendar Item No. 27) (3)

August 6, 1990: Over to the meeting of September 17, 1990 at the request of Local 790.

Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.



General Manager's Report. (Calendar Item No. 14)

None.

Commissioners' New Business. (Calendar Item No. 15)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 32)

Request received from Robin Ko who was not present when name was called.

A D J O U R N M E N T

In memory of Richard J. Tomoda, Civil Service Commissioner, who died on September 4, 1990.

Commission President A. Lee Munson read the following letter, which was sent to Commissioner Tomoda's mother:

We were shocked and deeply saddened to hear of the loss of your son. The Civil Service Commission and staff send our deepest sympathy.

During the time that we worked with Richard, we found him to be highly intelligent, compassionate, enthusiastic, and innovative. During his term on the Commission, he made significant contributions to the City of San Francisco which will have a lasting impact.

It is rare in public life when an official combines a high level of professional competence with deep understanding and kindness toward people. Richard has been such a person as a Commissioner. We all have the greatest respect for him and will miss him. We support you in your time of grief and wanted you to know of the lasting appreciation and special regards we all have for Richard.

We will adjourn the Civil Service Commission meeting of September 17, 1990 in Richard's memory. We are also going to dedicate our 1989-90 Annual Report to him.





City and County of San Francisco  
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT  
GRANT S. MICKINS, VICE PRESIDENT  
Cleo DONOVAN, COMMISSIONER  
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

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## MINUTES OF MEETING

REGULAR MEETING - OCTOBER 1, 1990

4:15 P.M.

PART I - 2 P.M.

4:15 P.M.

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson (Items Missed: 16, 17 and 18)  
Commissioner Texidor del Portillo (Item Missed: 29)

Commissioner Mickins presided over items 16, 17 and 18.

Commissioner Munson presided over all items except items 16, 17 and 18.

MINUTES: A. Regular Meeting of September 17, 1990

B. Special Meeting of September 17, 1990

Action: Approve.

### ANNOUNCEMENTS:

1. The Special Meeting of October 1, 1990 at 3:15 P.M. has been cancelled.
2. The Civil Service Commission met in closed session with the City Attorney and with the General Manager, Personnel, its chief negotiator, on Monday, October 1, 1990 at 12:30 P.M. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss labor relations issues. All the members of the Commission were present. The Commission instructed its labor negotiator.



CLASSIFICATION MATTERS

1126-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
228-90/91	Public Health	National Public Health and Hospital Institute
229-90/91	"	University of California Poison Control/Toxic Information Center
230-90/91	"	O'Connor Carpet, Upholstery, & Drapery Cleaners
231-90/91	"	Laventhal & Horwath
232-90/91	"	Mercy Peninsula (Federal) Ambulance Company
233-90/91	"	Ambu-Trans, Inc.
234-90/91	"	Wheelvan Express
235-90/91	"	University of California, San Francisco Inst. Health Policy
236-90/91	"	University of California at San Francisco
237-90/91	"	Pharmedix
241-90/91	"	University of California - SFGH Family Planning
242-90/91	"	Sequoia Hospital District, Redwood City
244-90/91	"	PSP Information Group, Inc.
245-90/91	"	Community Vocational Enterprises, Inc.
249-90/91	"	Westside Community Mental Health Center, Inc.
251-90/91	"	Westside Community Mental Health Center
254-90/91	"	Crestwood Hospitals, Inc.



CLASSIFICATION MATTERS (cont.)

1126-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	255-90/91	Public Health	Episcopal Community Services
	256-90/91	"	Family Service Agency of San Francisco
	257-90/91	"	La Cheim Residential Treatment Centers
	258-90/91	"	Mental Health Management I, Inc.
	259-90/91	"	MSC Psychiatric Services Corp.
	260-90/91	"	Northern California Ambulatory Health Services-(Children's Hospital)
	261-90/91	"	Pacific Mental Health Services, Inc.
	263-90/91	"	Ramsell Corporation
	264-90/91	"	Recreation Center for the Handicapped, Inc.
	265-90/91	"	Regents of the University of California Center on Deafness
	266-90/91	"	Regents of the University of California Department of Psychiatry (SFGH)
	267-90/91	"	Richmond Area Multi-Services, Inc.
	268-90/91	"	Saint Francis Memorial Hospital
	269-90/91	"	St. Luke's Hospital
	270-90/91	"	St. Mary's Hospital and Medical Center
	271-90/91	"	St. Mary Pharmacy Management Services
	272-90/91	"	California Medivan dba MV Transportation



CLASSIFICATION MATTERS (cont.)

1126-90  
(cont.)

	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	273-90/91	Public Health	San Francisco Ambulance Co.
September 17, 1990:		1. Approve contract numbers 238, 239, 240, 243, 246, 247, 248, 250, 252, 253, and 262; notify the offices of the Controller and the Purchaser.	
		2. Remainder of the contracts over to the meeting of October 1, 1990.	
Action:	1.	Contract Number 230-90/91 over to the meeting of October 15, 1990.	
	2.	Adopt staff report on all remaining contracts (Contracts 260-90/91 and 267-90/91 passed by vote of 3 to 1: Commissioner Texidor del Portillo dissents). Notify the offices of the Controller and the Purchaser.	

1130-90 Request to make a temporary exempt appointment per Charter Section 8.300(5) in the Department of Public Works. (Calendar Item No. 9)

Action: Off calendar at the request of the Department of Public Works.

1131-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	302-90/91	Adult Probation	Law Enforcement Psychological Services, Inc.
	303-90/91	Art Commission	Bruce Hasson
	304-90/91	CAO	Jack Golden
	305-90/91	CAO	Molly Leutkemeyer
	306-90/91	Controller	Easy Access, Inc.
	307-90/91	Mayor	Potrero Hill Neighborhood House



CLASSIFICATION MATTERS (cont.)

1131-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	308-90/91	Mayor	OMI Pilgrim Center
	309-90/91	Mayor	Morrisania West
	310-90/91	Mayor	Bernal Heights Community Foundation
	311-90/91	Mayor	Careers Abound
	312-90/91	Mayor	Community Educational Services
	313-90/91	Mayor	Visitacion Valley Community Center
	314-90/91	Mayor	Horizons Unlimited
	315-90/91	Mayor	Directions
	316-90/91	Mayor	Vietnamese Youth Development Center/Glide Foundation
	317-90/91	Police	PSW3, Inc.
	318-90/91	Public Health	Data Processing and Accounting Services
	319-90/91	Public Health	AIDS Indigent Direct Service
	320-90/91	Public Health	Alameda County
	321-90/91	Public Health	Bayview Hunter's Point Foundation
	322-90/91	Public Health	California Public Health Foundation
	323-90/91	Public Health	Community United in Response to AIDS/SIDA (CURAS)
	324-90/91	Public Health	Contra Costa County Health Services Department
	325-90/91	Public Health	Haight Ashbury Free Clinics, Inc.



CLASSIFICATION MATTERS (cont.)

1131-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	326-90/91	Public Health	Marin County Division of Health Services
	327-90/91	Public Health	Pacific Presbyterian Medical Center/Garden Sullivan Hospital
	328-90/91	Public Health	PPMC-Pacific Mental Health Services/Operation Concern
	329-90/91	Public Health	Project Open Hand
	330-90/91	Public Health	San Francisco AIDS Foundation
	331-90/91	Public Health	San Mateo County
	332-90/91	Public Health	Shanti Project
	333-90/91	Public Health	UCSF-Department Epidemiology and Biostatistics
	334-90/91	Public Health	Visiting Nurses and Hospice of San Francisco/Pacific Presbyterian Medical Center
	335-90/91	Public Health	Women's Institute for Mental Health
	336-90/91	Public Health	Industrial Emergency Council
	337-90/91	Public Library	Friends of the San Francisco Public Library
	338-90/91	Public Library	Training Works
	339-90/91	Public Utilities Commission	Gannett Fleming Engineers and Planners
	340-90/91	Public Utilities Commission	Western Security Bureau, Inc.
	341-90/91	Public Utilities Commission	Ehrlich Bober & Co., Inc., Charles A. Bell Securities Corp., & Government Finance Associates (Joint Venture)



CLASSIFICATION MATTERS (cont.)

1131-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	342-90/91	Public Utilities Commission	Woodward-Clyde Consultants
	343-90/91	Public Utilities Commission	Kennedy, Jenk, Chilton, Inc.
	344-90/91	Public Utilities Commission	Woodward-Clyde Consultants
	345-90/91	Public Utilities Commission	Wilson, Ihrig & Associates, Inc.
	346-90/91	Public Works	Testing Engineers, Inc.
	347-90/91	Public Works	Testing Engineers, Inc.
	348-90/91	Public Works	James A. Scherocman
	349-90/91	Public Works	Brighter Images, Inc.
	350-90/91	SFUSD	Structus Structural Design and Engineering
	351-90/91	Sheriff	Hamish Sinclair
	352-90/91	Social Services	Thomas Cantrell, Project Coordinator, Interfaith Emergency Winter Shelter Program
	353-90/91	Social Services	The Episcopal Sanctuary
Action:	1.	Contract Number 350-90/91 over to the meeting of October 15, 1990 by Civil Service Commission action.	
	2.	Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.	

1132-90 Review of requests for approval of proposed personal services contracts with Short-Doyle Funding. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
274-90/91	Public Health	County of San Mateo-Division of Mental Health Services



CLASSIFICATION MATTERS (cont.)

1132-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
275-90/91	Public Health	Asian American Recovery Services, Inc.
276-90/91	"	Baker Places, Inc.
277-90/91	"	Bay Area Addiction Research and Treatment, Inc.
278-90/91	"	Bayview Hunter's Point Foundation for Community Improvement
279-90/91	"	Center for Human Development, Inc.
280-90/91	"	Chemical Awareness and Treatment Services, Inc.
281-90/91	"	Friendship House Association of American Indians
282-90/91	"	Haight Ashbury Free Clinics, Inc.
283-90/91	"	Henry Ohlhoff House
284-90/91	"	Horizons Unlimited of San Francisco, Inc.
285-90/91	"	Liberation House, Inc.
286-90/91	"	Mission Council on Alcohol Abuse for the Spanish Speaking, Inc.
287-90/91	"	Multicultural Training Resource Center
288-90/91	"	National Council on Alcoholism and Other Drug Addictions-Bay Area
289-90/91	"	North or Market Senior Services
290-90/91	"	Pacific Mental Health Services, Inc. (Operation Concern)



CLASSIFICATION MATTERS (cont.)

1132-90  
(cont.)

	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	291-90/91	Public Health	Regents of the University of California, UCSF AIDS Health Project
	292-90/91	"	Regents of the University of California (PACE)
	293-90/91	"	San Francisco Drug Abuse Advisory Board
	294-90/91	"	San Francisco Pretrial Diversion Project, Inc.
	295-90/91	"	St. Vincent de Paul Society
	296-90/91	"	The Salvation Army, A California Corporation
	297-90/91	"	San Francisco Suicide Prevention, Inc.
	298-90/91	"	Walden House, Inc.
	299-90/91	"	Westside Community Mental Health Center, Inc.
	300-90/91	"	Women's Alcoholism Center
	301-90/91	"	Women's Institute for Mental Health, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2247-90

Review of proposed Charter amendment adding Sections 8.509-1, 8.509-2, 8.509-3, 8.509-4, 8.509-5, 8.509-6 and 8.509-7 regarding impartial arbitration of wage and benefit disputes for the Fire Department, Police Department and Airport Police Officers. (Calendar Item No. 16)

August 6, 1990:

Over to the meeting of August 20, 1990 to allow time for proponents of this measure to submit written statement as requested by Vince Courtney of the law firm of Davis, Reno and Courtney.



### COMPENSATION MATTERS

2247-90    August 20, 1990:    Over to the meeting of September 17, 1990 at the request of Vince Courtney.

(cont.)

Seoptember 17, 1990:    Over to the meeting of October 1, 1990 at the request of the General Manager, Personnel.

Action:    Notify the Board of Supervisors that the Civil Service Commission takes no position on this matter.

2284-90    Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

September 17, 1990:    Appointments in Class 1458 Legal Secretary I over to the meeting of October 1, 1990.

### PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
All Appointments in Class 1458 Legal Secretary I	All Departments	3	3

Action:    Off calendar at the request of the Civil Service Commission staff.

2311-90    Request for authority to conduct a salary survey for salary standardization for Miscellaneous employees pursuant to Charter Sections 8.400, 8.401 and 8.407 for Fiscal Year 1991-92. (Calendar Item No. 17)

Action:    Adopt staff report.

1.    Authorize the conduct of a salary survey for salary standardization for Fiscal Year 1991-92.
2.    Request that the Board of Supervisors authorize expenditure of the necessary funds to conduct the salary survey.
3.    Advise the Board of Supervisors that the final salary recommendations will be forwarded to the Board circa mid-March, 1991.



COMPENSATION MATTERS (cont.)

2312-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 8)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Kathleen Cadden 8214 Parking Control Officer	Airport	5	5
Pablo Payumo 1652 Accountant	Controller	2	2
Morris Davis 8162 Rent Board Hearing Officer	Rent Board	5	5

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Anne Okubo 1823 Senior Administrative Analyst	Airport	2	2 12/31/90

Action: Adopt staff report.

EXAMINATION MATTERS

3202-90 Appeal of background rejection for Class 8238 Police Communications Dispatcher by Bea J. LeBlanc. (Calendar Item No. 19)

September 17, 1990: Over to the meeting of October 1, 1990 to be scheduled at or after 5:00 P.M. The San Francisco Police Department to obtain further information on prior employment with the San Francisco Housing Authority.

Action: Deny appeal; sustain the decision of the Chief of Police to disqualify Bea J. LeBlanc in this examination for Class 8238 Police Communications Dispatcher.



EXAMINATION MATTERS (cont.)

3214-90 Request that examination announcement for Class 8306 Senior Deputy Sheriff be issued on a promotive only basis. (Calendar Item No. 10)

Action: Adopt staff report; approve request: issue the examination announcement for Class 8306 Senior Deputy Sheriff on a promotive only basis; limit eligibility to Sheriff's Department employees who have two (2) years' experience in Class 8304 Deputy Sheriff.

3215-90 Appeal of staff's denial of protest of the examination for Class 7318 Electronic Maintenance Technician. (Calendar Item No. 18)

Action: Adopt staff report; deny appeal of Robert Neuer.

IN-SERVICE MATTERS

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 911-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. 15)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

August 6, 1990:

1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.



IN-SERVICE MATTERS (cont.)

4989-90  
(cont.)

4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

Action: Over to the meeting of October 15, 1990 at the request of the City Attorney.

6293-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Class 9382 Government and Public Affairs Manager from six (6) months to one (1) year. (Calendar Item No. 11)

September 17, 1990: Post.

Action: Adopt.

6365-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 12)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 1, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Joel Anderson, 5362 Civil Engineering Assistant II, 51/CPE-3, Department of Public Works, Clean Water Program, 7/29/89. (Calendar Item No. 22) (4)

September 18, 1989: Off calendar at the request of the Civil Service Commission EEO Unit.

August 6, 1990: Over to the meeting of August 20, 1990 at the request of the Department of Public Works.

August 20, 1990: Over to the meeting of September 17, 1990 at the request of Mr. Anderson's attorney.

September 17, 1990: Over to the meeting of October 1, 1990 at Mr. Anderson's request.

Action: Dismiss from the City and County Service. No restriction on future employment.

Otis Anderson, 8202 Security Guard, 6/E-6, Airports Commission, 9/5/90. (Calendar Item No. 29) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' work experience outside the City and County service. Not to be employed again by the Airports Commission.



Aria Antoine, 1446 Secretary II, 71/CPE-17, Department of Public Works, Clean Water Program, 8/15/90. (Calendar Item No. 26) (6)

Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

Gary Burke, 1424 Clerk Typist, 8/E-275, Rent Arbitration Board, 8/14/90. (Calendar Item No. 27) (7)

September 17, 1990: Over to the meeting of October 1, 1990 at Mr. Burke's request.

Action: Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the Rent Arbitration Board.

Maurice A. Caracter, H-2 Firefighter, List E-29, San Francisco Fire Department, 8/24/90. (Calendar Item No. 23) (4)

September 17, 1990: Over to the meeting of October 1, 1990 at Mr. Caracter's request.

Action: Dismiss from the City and County Service as recommended by the San Francisco Fire Department.

Victoria Greenly, 2708 Custodian, 121/E-4, San Francisco Community College District, 5/2/90. (Calendar Item No. 25) (6)

June 18, 1990: Remand to the department. (Commissioner Texidor del Portillo excused from voting pursuant to Charter Section 3.501).

Action: Accept the resignation as certified. Not to be employed again by the San Francisco Community College District.



Alberta Sullivan, 1446 Secretary II, 3/E-125, Airports Commission, 8/23/90. (Calendar Item No. 28) (7)

Action: Off calendar at the request of Local 790. Ms. Sullivan to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action of this matter.

Shelton Sung, 7315 Automotive Machinist Assistant Supervisor, 15/CPE-4, Purchasing Department, Central Shops, 11/9/89. (Calendar Item No. 21) (5)

January 8, 1990: Off calendar at the request of the Civil Service Commission EEO Unit.

Action: Over to the meeting of October 15, 1990 at the request of the Purchasing Department.

Arthur Wade, 2908 Hospital Eligibility Worker, 3/CPE-1, Department of Public Health, Laguna Honda Hospital, 12/20/89. (Calendar Item No. 24) (6)

January 22, 1990: Over to the meeting of February 5, 1990 at the request Local 535

February 5, 1990: Over to the meeting of March 5, 1990 at the request of Local 535.

March 5, 1990: Off calendar at the request of Local 535. Mr. Wade to notify the Assistant Secretary when prepared to proceed. Mr. Wade to remain ineligible for all City and County employment pending final determination by the Civil Service Commission.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of Local 535.

Action: Off calendar at the request of Local 535. Mr. Wade to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action of this matter.



GENERAL MANAGER'S REPORT. (Calendar Item No. 13)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 14)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 30)

Lois Scott of the Municipal Planners Chapter of Local 21 addressed the Commission on the need for examinations for certain classes in the planning series. Ray Wong, Program Manager, Civil Service Commission Examination Division, provided the Commission with information related to the scheduling of these examinations. Carol Isen, Local 21, and Milton Edelin, Deputy Director of Planning, also commented on the need for examinations.

ADJOURNMENT





City and County of San Francisco

## CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT  
GRANT S. MICKINS, VICE PRESIDENT  
Cleo DONOVAN, COMMISSIONER  
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER

90  
JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## MINUTES OF MEETING

REGULAR MEETING - OCTOBER 15, 1990

PART I - 2 P.M.

DOCUMENTS DEPT.

OCT 28 1990

1990

1990

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo

Commissioner Munson presided

MINUTES: Regular Meeting of October 1, 1990

Action: Approve as amended to correct action on File 4989-90, page 3 of October 1, 1990 Minutes to read as follows: "Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office."

### ANNOUNCEMENTS:

None.

### CLASSIFICATION MATTERS

1126-90 Review of request for approval of proposed personal services contract. (Calendar Item No. 4)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
230-90/91	Public Health	O'Connor Carpet, Upholstery, & Drapery Cleaners



## CLASSIFICATION MATTERS (cont.)

1131-90	Review of request for approval of proposed personal services contract. (Calendar Item No. 5)			
		<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
		350-90/91	SFUSD	Structus Structural Design and Engineering
October 1, 1990:		<ol style="list-style-type: none"> <li>1. Contract Number 350-90/91 over to the meeting of October 15, 1990 by Civil Service Commission action.</li> <li>2. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.</li> </ol>		
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser (Vote of 3 to 1: Commissioner Texidor del Portillo dissents).			

1136-90 Classification of one budgeted position in the new class of 1113  
Deputy General Manager, Retirement System. (Calendar Item No. 10)

Action: Adopt staff report.

1. Establish new classification of 1113 Deputy General Manager, Retirement Services (J,Z Sch. 70.3, \$2819B3426). Draft class specification as detailed in the staff report.



CLASSIFICATION MATTERS (cont.)

1136-90 (cont.)

2. Allocate one position approved in the budget as A069 Deputy General Manager (J, \$2819B3426) to the new class.
3. Amend Section 44/01/00/6270/24061/380501/000/00/001 of the Annual Salary Ordinance administratively.
4. Advise the Civil Service Examination Unit to administer an examination for the position.

1139-90 Review of requests for approval of proposed personal services contracts from the Department of Public Health; Short-Doyle funding. (Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
354-90/91	Public Health	Edgewood Children's Center
355-90/91	Public Health	Central City Hospitality House
356-90/91	Public Health	Regents of the University of California, Langley Porter Hospital
357-90/91	Public Health	Community Crisis Services of San Francisco

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1142-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 7)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
358-90/91	Airport	John Henry
359-90/91	Civil Service Commission	Lynn Kearny
360-90/91	Civil Service Commission	Judith Sweet
361-90/91	Civil Service Commission	Diane Sanchez
362-90/91	S.F. Community College District	S.F. Ambulance Service



CLASSIFICATION MATTERS (cont.)

1142-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
363-90/91	Controller	Dun & Bradstreet
364-90/91	Port	T.Y. Lin International
365-90/91	Public Health	University of California, S.F., SFGH Medical Group, Department of OB/GYN
366-90/91	Public Health	American College of Surgeons
367-90/91	Public Health	Chamberlain's Children Center, Inc.
368-90/91	Public Health	Fred Finch Youth Center
369-90/91	Public Health	Edgewood Children's Center
370-90/91	Public Health	Lincoln Child Center
371-90/91	Public Health	St. Vincent's School for Boys
372-90/91	Public Health	Sunny Hills Children's Services
373-90/91	Public Health	Cal Care Services
374-90/91	Public Health	Medical Personnel Pool
375-90/91	Public Health	NSI Services, Inc.
376-90/91	Public Health	Nurse Providers, Inc.
377-90/91	Public Health	Professional Nurses Bureau
378-90/91	Public Health	Ramasean Nursing Service, Inc.
379-90/91	Public Health	Specialty Care
380-90/91	Public Health	Stat Nursing Services
381-90/91	Public Utilities Commission	Stanford University
382-90/91	Public Works	California Department Fish and Game
383-90/91	Public Works	Lotepro Corporation
384-90/91	Public Works	To be determined



CLASSIFICATION MATTERS (cont.)

1142-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	385-90/91	SF Unified School District	GL&A Civil Engineers
	386-90/91	SF Unified School District	Structus, Structural Design and Engineering
	387-90/91	Sheriff	Virginia Bogoslovski
	388-90/91	Social Services	St. Vincent de Paul Society of San Francisco
	389-90/91	Social Services	Episcopal Community Services
	390-90/91	Public Health	Raymond Baxter, Ph.D.
	391-90/91	Human Rights Commission	Hastings College of the Law

Action: Adopt staff report; notify the offices of the Controller and the Purchaser (Contract Number 386-90/91 approved by vote of 3 to 1: Commissioner Texidor del Portillo dissents).

1143-90 Classification of positions in various city departments.  
(Calendar Item No. 8)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
District Attorney	1	8452 Criminal Justice Specialist II (Sch. 58.0 \$1550B1881)	8146 District Attorney's Investigator (Sch. 57.1 \$1484B1800)
Controller	1	1872 Programmer Analyst (Sch. 55.9 \$1401B1698)	Same
	1	1874 Senior Programmer Analyst (Sch. 58.9 \$1618B1965)	Same
Public Works	1	6331 Building Inspector (Sch. 61.9 \$1871B2274)	Same
	1	6333 Senior Building Inspector (Sch. 63.9 \$2063B2507)	Same



CLASSIFICATION MATTERS (cont.)

1143-90 (cont.)	<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
	Superior Court	1	0584 Assistant Executive Officer (\$5594M6476)	Same
		10	0588 Court Coordinator (\$3900M4515)	Same
		5	0636 Division Chief (\$4559M5276)	Same
		1	0681 Judicial Clerk Senior, Superior Court (\$2643M3049)	Same
		1	0818 Management Information Systems Specialist II (\$3278M3784)	Same
		1	0819 Management Information Systems Specialist III (\$3976M4602)	Same
	Port	2	A015 Port Development Project Coordinator (J, \$1809B2199)	Establish Class 9378 Development Project Coordinator, Port (J,Z Sch. 61.2 \$1809B2199) Draft class specification as detailed in the staff report.

Action: Adopt staff report.

COMPENSATION MATTERS

2324-90    Actuarial Study related to the Trust Fund established by Charter Section 8.404 (Transit Operators) for Fiscal Year 1990-91.  
(Calendar Item No. 18)



COMPENSATION MATTERS (cont.)

2324-90 Action: Transmit actuarial study to the Board of Supervisors; (cont.) the General Manager, Public Utilities Commission; Employee Relations Division, Mayor's Office; and representatives of the Transport Workers Union for review and meet and confer considerations.

2325-90 Certification of highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (Calendar Item No. 19)

Action: Adopt staff report; forward to the Board of Supervisors.

2326-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 9)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Donna Louie 1665 Director of Patient Accounts	Public Health	3	3
John P. Mullaney 5166 Water Department General Manager and Chief Engineer	Public Utilities Commission	3	3

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Charles A. Cage 1818 MIS Specialist II	Public Works	3	3 6/30/91
K.S. Krishnamurthy 1842 Management Assistant	Public Health	5	5 6/30/91
Randall N. Margo 1801 Supervising Performance Auditor	Controller	4	4 6/30/91



COMPENSATION MATTERS (cont.)

2326-90 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Frank Mier 1657 Senior Systems Accountant	Public Health	5	5 6/30/91
Michael J. Taylor 1880 Chief of Systems	Fire	5	5 6/30/91
Richard A. Wong 1805 Associate Performance Auditor	Controller	3	3 6/30/91
Chris Idowu 1823 Senior Administrative Analyst	Airport	4	4 6/30/91

Action: Adopt staff report.

EXAMINATION MATTERS

3584-90 Request for reconsideration of key answer protests for the written examination for Class 9211 Airport Police Sergeant.  
(Calendar Item No. 20)

Action: Off calendar; appeals withdrawn.

IN-SERVICE MATTERS

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 911-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay.  
(Calendar Item No. 15)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.



IN-SERVICE MATTERS (cont.)

4989-90    August 6, 1990:    1.    The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.

2.    The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.

3.    The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.

4.    The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990:    Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990:    Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

Action:    Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

6292-90    Proposed amendments to Civil Service Commission Rule 22 - Leaves of Absence, implementing certain recommendations of the Mayor's Task Force on Family Policy. (Calendar Item No. 16)

September 17, 1990:    Post.

Action:    Adopt.



IN-SERVICE MATTERS (cont.)

6382-90 Appeal of the decision of the General Manager, Personnel sustaining a provisional appointment to Class 5263 Planner V, Department of City Planning. (Calendar Item No. 17)

Action:

1. The Commission directed that the General Manager, Personnel issue a directive to all departments communicating the Commission's policy that departments are required to submit a recruitment plan to the Civil Service Commission Equal Employment Opportunity Unit before an oral authorization for a non-civil service appointment will be issued.
2. The Commission directed that the appointment of Rebecca Kohlstrand in Class 5263 Planner V against oral authorization (OA) number 935018 or under limited tenure appointment will terminate at close of business November 23, 1990. The Department of City Planning is directed to immediately submit a recruitment plan to the Civil Service Commission Equal Employment Opportunity Unit for a subsequent appointment to this position.

6418-90 Ratification of action of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from July 1, 1990 to September 30, 1990. (Calendar Item No. 11)

Action: Approve.

6421-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 12)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 15, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Alexandra Clark, 2320 Registered Nurse, 6/E-882, Department of Public Health, Laguna Honda Hospital, 9/12/90. (Calendar Item No. 24) (4)

Action: Over to the meeting of November 5, 1990 at Ms. Clark's request.

Luis Henriquez, 2708 Custodian, 3/E-4, Juvenile Court, Juvenile Hall, 11/15/89. (Calendar Item No. 25) (6)

January 8, 1990: Off calendar at Mr. Henriquez's request. Mr. Henriquez to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

Action: Over to the meeting of November 5, 1990 due to absence from room during roll call.

Patricia Norman, 2593 Health Program Coordinator III, 12/CPE-6, Department of Public Health, Central Office, 08/24/90. (Calendar Item No. 23) (3)

Action: Over to the meeting of November 5, 1990 at the request of the Department of Public Health.



Ronald Ramirez, 1720 Data Entry Clerk, 96/E-11, Department of Public Health, Community Mental Health Services, 8/20/90. (Calendar Item No. 26) (6)

Action: Accept the resignation as certified. Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the Department of Public Health.

Shelton Sung, 7315 Automotive Machinist Assistant Supervisor, 15/CPE-4, Purchasing Department, Central Shops, 11/9/89. (Calendar Item No. 22) (5)

January 8, 1990: Off calendar at the request of the Civil Service Commission EEO Unit.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of the Purchasing Department.

Action: Approve. Reinstate to a position in the class from which promoted in Class 7313 Automotive Machinist.

GENERAL MANAGER'S REPORT. (Calendar Item No. 13)

In connection with an examination status report given by the General Manager, Personnel and commented on by attorney Duane Reno and Carol Isen both representing Local 21, the Commission took the following action:

Staff directed to advise the Commission at a meeting in November of revised dates and additional funding required to complete the classification and examination work set forth in the Five Year Management Action Plan. Staff to advise the Commission of modifications and adjustments to the Management Action Plan required including change in scheduling and additional funding required by a supplemental appropriation to met the targets in this Plan. Targets are to be clarified as to how many classes to be tested or audited for each year of the Plan. Staff also to report on the Department of Public Health classification and examination backlog for above entry and first level supervisory classes.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 14)

Commissioner Texidor del Portillo requested that the General Manager, Personnel report at the next meeting on the status of the "Hospital Reimbursement Experience" requirement for certain accounting positions at the Department of Public Health, San Francisco General Hospital Medical Center.



INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 27)

None.

A D J O U R N M E N T

The Civil Service Commission adjourned this meeting in memory of Babette Goldsmith who died on October 3, 1990 and Cyril Roach who died on September 30, 1990.

Ms. Goldsmith was an employee of the Civil Service Commission for thirty years and began as a G51 Personnel Assistant in July 1942 and retired in July 1972 as a Principal Personnel Analyst.

Mr. Roach began his thirty-eight year civil service career with the Civil Service Commission in June 1943 as a G51 Personnel Assistant and retired in January 1980 as the Assistant General Manager, Administrative, of the San Francisco Water Department.





City and County of San Francisco

## CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT  
GRANT S. MICKINS, VICE PRESIDENT  
CLEO DONOVAN, COMMISSIONER  
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## MINUTES OF MEETING

DOCUMENTS DEPT.

REGULAR MEETING - NOVEMBER 5, 1990

PART I - 2 P.M.

NOV 6 1990

S. MUNSON  
PUBLIC LIBRARY

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo  
(Items Missed: 2, 5, 6, 7,  
8, 9 and 10)

Commissioner Mickins presided over items 2, 5, 6, 7, 8, 9 and 10 only.

Commissioner Munson presided over all items except 2, 5, 6, 7, 8, 9 and 10.

MINUTES: Regular Meeting of October 15, 1990

Action: Approve.

### ANNOUNCEMENTS:

None.

### CLASSIFICATION MATTERS

1126-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

September 17, 1990: 1. Approve contract numbers 238, 239, 240, 243, 246, 247, 248, 250, 252, 253, and 262; notify the offices of the Controller and the Purchaser.



CLASSIFICATION MATTERS (cont.)

1126-90  
(cont.)

2. Remainder of the contracts over to the meeting of October 1, 1990.

October 1, 1990: 1. Contract Number 230-90/91 over to the meeting of October 15, 1990.  
2. Adopt staff report on all remaining contracts (Contracts 260-90/91 and 267-90/91 passed by vote of 3 to 1: Commissioner Texidor del Portillo dissents). Notify the offices of the Controller and the Purchaser.

October 15, 1990: Contract 230-90/91 Over to the meeting of November 5, 1990 at the request of the Department of Public Health.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
230-90/91	Public Health	O'Connor Carpet, Upholstery, & Drapery Cleaners

Action: Over to the meeting of November 19, 1990 at the request of the Department of Public Health.

1146-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
392-90/91	Airport	KPMG Peat Marwick
393-90/91	Airport	Business Development, Inc.
394-90/01	Airport	Ken Eldred Engineering
395-90/91	Airport	Greyhound Exhibitgroup
396-90/91	Controller	OBS Companies, Inc.
397-90/91	Controller	Public Financial Management, Inc. and Charles A. Bell Securities Corp., Inc.
398-90/91	Mayor's Office	Patricia Medina
399-90/91	Mayor's Office	Linda Schanfein



CLASSIFICATION MATTERS (cont.)

1146-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	400-90/91	Mayor's Office	Hilyard Wiggins
	401-90/91	Mayor's Office	St. Benedict's Interpretation Services
	402-90/91	Public Health	Catalyst Systems
	403-90/91	Public Health	Phoenix-Hudson Corporation
	404-90/91	Public Health	S.F. Women's Centers for Chronic Fatigue Immune Dysfunction Syndrome
	405-90/91	Public Health	University of California, S.F.
	406-90/91	Public Health	DM Information Systems, Inc.
	407-90/91	Public Health	Black Coalition on AIDS
	408-90/91	Public Utilities Commission	CEIP Fund, Inc.
	409-90/91	Public Utilities Commission	East Bay Conservation Corps.
	410-90/91	Public Works	Trans Pacific Geotechnical Consultants, Inc.
	411-90/91	SFUSD	Harding Lawson Associates
	412-90/91	SFUSD	AGS, Inc.
	413-90/91	Sheriff	Penny Hannah Witzemann
	Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1147-90 Classification of positions in various City departments.  
(Calendar Item No. 6)

<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
Adult Probation	2	1424 Clerk Typist (Sch. 45.4 \$850B1027)	Same



CLASSIFICATION MATTERS (cont.)

1147-90 (cont.)	<u>DEPARTMENT</u>	<u>NO. POS.</u>	<u>BUDGETED CLASS AND RATE</u>	<u>RECOMMENDED CLASS</u>
	Adult Probation (cont.)	1	8434 Supervising Adult Probation Officer (Sch. 58.4 \$1580B1918)	Same
		6	8440 Probation Officer (Sch. 54.4 \$1304B1580)	Same
		2	8442 Senior Probation Officer (Sch. 56.4 \$1436B1740)	Same
	Controller	1	1655 Systems Accountant (Sch. 59.0 \$1626B1975)	Same
		1	1657 Senior Systems Accountant (Sch. 60.9 \$1782B2166)	Same
	Commission on Aging	1	1823 Senior Administrative Analyst (Sch. 60.1 \$1714B2084)	1822 Administrative Analyst Sch. 57.1 \$1484B1800)
	Juvenile Probation	1	8322 Senior Counselor, Juvenile Hall (Sch. 55.6 \$1381B1674)	Same
	Public Utilities Commission	1	1877 Supervising Systems Programmer (Sch. 66.7 \$2365B2874)	Same
	Public Works	1	7262 Maintenance Planner (Sch. 60.5 \$1748B2124)	Same
		1	6318 Construction Inspector (Sch. 60.4 \$1740B2115)	Same

Action: Adopt staff report.

COMPENSATION MATTERS

2343-90	Appeal of the decision of the General Manager, Personnel, denying request for assault pay. (Calendar Item No. 13)
Action:	Adopt staff report; deny appeal of Dolores Bell (Vote of 3 to 1: Commissioner Mickins dissents)



COMPENSATION MATTERS (cont.)

2344-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Barbara Chin 2910 Social Worker	Social Services	3	3
E. Alex Kline 8151 Claims Investigator	City Attorney	4	4
Chi Kuen Yu 5252 Assistant Mechanical Engineer	SFUSD	5	5
Marlene Davis 2320 Registered Nurse	Public Health	5	5
Robert Halvorsen 2240 Radiologist	Public Health	5	5
Louzann Johnson 2255 Physical Therapy Assistant	Public Health	3	3
Terri A. Nwogu 1406 Senior Clerk	Port	4	4
Michelle Goldberg 8178 Senior Attorney	City Attorney	5	5

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Lisa Albert 3594 Instructional Aide II	SFUSD	5	5 6/30/91
Eva Bruce 1673 Accounting Operations Manager	Controller	4	4 6/30/91
David Counter A971 Assistant Director, MIS	Public Health	3	3 6/30/91

Action: Adopt staff report.



EXAMINATION MATTERS

3160-90 Appeal of background rejection for Class Q2 Police Officer by Cheri L. Toney. (Calendar Item No. 18)

July 16, 1990: Off calendar at the request of the San Francisco Police Department.

Action: Adopt staff report; sustain the decision of the Chief of Police.

3197-90 Appeal by Captain Peter Roybal of staff determination denying his challenges to the ethnicity identifications of individuals on the tentative eligible list for Class H-40 Battalion Chief. (Calendar Item No. 16)

September 17, 1990: Refer to staff for further investigation and subsequent report to the Civil Service Commission.

Action:

1. Sustain Captain Roybal's challenge of Thomas Santoro.
2. Defer action on remaining challenges; Civil Service Commission staff to provide further documentation at the November 19, 1990 meeting.
3. Staff to provide a report indicating number of employees of the San Francisco Fire Department changing ethnic identification and what those changes were.
4. City Attorney to research and to report back on the Commission's inquiry regarding the preparation and posting of ethnic identification of San Francisco Fire Department employees.

3228-90 Appeal of staff's denial of protest concerning rejection of application for Class 8108 Senior Legal Process Clerk. (Calendar Item No. 17)

Action: Over to the meeting of November 19, 1990 at the request of Local 790.



IN-SERVICE MATTERS

4989-90      Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay.  
(Calendar Item No. 14)

July 16, 1990:      Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

August 6, 1990:      1.      The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.

2.      The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.

3.      The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.

4.      The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990:      Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990:      Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990:      Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

Action:      Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.



IN-SERVICE MATTERS (cont.)

6028-89 Proposed amendment to Civil Service Commission Rule 26 - Temporary Assignments Outside of Classification. (Calendar Item No. 8)

May 15, 1989: Post for adoption following meet and confer with employee organizations.

November 20, 1989: Off calendar.

Action: Adopt.

6511-90 Appeal from Fred Gardon of the decision of the General Manager, Personnel, to restrict future employment following resignation from a non-civil service appointment with the Department of Public Health. (Calendar Item No. 15)

Action: Over to the meeting of November 19, 1990 at the request of the Department of Public Health.

6519-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 10)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

6520-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary for Classes 1113 Deputy General Manager, Retirement System, and 9378 Development Project Coordinator, Port, from six (6) months to one (1) year. (Calendar Item No. 9)

Action: Post.



REGULAR MEETING - NOVEMBER 5, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Zenaida Bautista, 2302 Orderly, 59/E-320, Department of Public Health, Laguna Honda Hospital, 9/24/90. (Calendar Item No. 25) (7)

Action: Over to the meeting of November 19, 1990 at the request of the Department of Public Health.

Alexandra Clark, 2320 Registered Nurse, 6/E-882, Department of Public Health, Laguna Honda Hospital, 9/12/90. (Calendar Item No. 22) (4)

October 15, 1990: Over to the meeting of November 5, 1990 at Ms. Clark's request.

Action: Over to the meeting of November 19, 1990 at the request of the Department of Public Health.

Albert Dixon, 2736 Porter, 7/E-56, Department of Public Health, San Francisco General Hospital Medical Center, 10/12/90. (Calendar Item No. 26) (7)

Action: Cancel all current examination and eligibility status. Not to be employed again by the Department of Public Health.



Luis Henriquez, 2708 Custodian, 3/E-4, Juvenile Probation, Juvenile Hall, 11/15/89. (Calendar Item No. 24) (6)

January 8, 1990: Off calendar at Mr. Henriquez's request. Mr. Henriquez to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

October 15, 1990: Over to the meeting of November 5, 1990 due to absence from room during roll call.

Action: Over to the meeting of December 3, 1990 at the request of Local 790.

Anthony Jones, 8204 Institutional Police Officer, 31/E-7, Department of Public Health, San Francisco General Hospital Medical Center, 10/11/90. (Calendar Item No. 23) (4)

Action: Over to the meeting of December 3, 1990 at Mr. Jones' request.

Kevin Kaywood, 1920 Inventory Clerk, 49/CPE-3, Purchasing Department, Stores Division, 9/25/90. (Calendar Item No. 21) (3)

Action: Off calendar at the request of the Purchasing Department.

Patricia Norman, 2593 Health Program Coordinator III, 12/CPE-6, Department of Public Health, Central Office, 08/24/90. (Calendar Item No. 20) (3)

October 15, 1990: Over to the meeting of November 5, 1990 at the request of the Department of Public Health.

Action: Off calendar at the request of the Department of Public Health.



GENERAL MANAGER'S REPORT (Calendar Item No. 11)

The General Manager, Personnel presented the Commission with a draft resolution relating to the Decentralized Personnel Unit at the Department of Public Health. The Commission directed that it be calendared for action at the meeting of November 19, 1990 as amended.

COMMISSIONERS' NEW BUSINESS (Calendar Item No. 12)

1. Commissioner Texidor del Portillo requested that the General Manager, Personnel ask the Director of Training to consider developing and providing training to supervisors and managers on selection and interviewing techniques.
2. Commissioner Mickins requested to be apprised of the status of the request for an ethnic waiver. The City Attorney will report on this matter at the next meeting.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 27)

None.

ADJOURNMENT

The Civil Service Commission adjourned this meeting in memory of Claude Delventhal who died on November 3. Ms. Delventhal was the wife of Deputy City Attorney Burk Delventhal.





City and County of San Francisco

## CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT  
GRANT S. MICKINS, VICE PRESIDENT  
Cleo DONOVAN, COMMISSIONER  
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## MINUTES OF MEETING

REGULAR MEETING - NOVEMBER 19, 1990

PART I - 2 P.M.

NOV 5, 1990

AUGUSTA L. LEE

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo

(Items Missed: 19, 20, 25  
and 26)

Commissioner Munson presided

MINUTES: Regular Meeting of November 5, 1990

Action: Approve.

### ANNOUNCEMENTS

The Civil Service Commission met in closed session on Monday, November 19, 1990 at 12 Noon in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to confer with the City Attorney regarding pending litigation in the matter of Loomis, et al. v. Silverman, et al. (S.Ct. 811-096); Social Services Union Local 535, SEIU, AFL-CIO v. City and County of San Francisco, et al. (S.Ct. 921-798); and USA v. CCSF (USDC C84-7089). The Commission also discussed a personnel matter pursuant to Government Code Section 54957.



ANNOUNCEMENTS (cont.)

Present: Commissioners Munson, Mickins, Donovan and Texidor del Portillo.

The following actions were taken:

1. The matter concerning the Loomis case adjourned to an Executive Session on December 3, 1990.
2. The matter concerning the USA v. CCSF adjourned to an Executive Session on December 3, 1990.
3. Regarding the matter of Local 535 v. the City and County of San Francisco:

The Commission has reviewed the screening committee's rankings in the 1990 examination for Class 2969 Assistant Director, Social Services Programs rankings. The Commission unanimously ratified and confirmed the Screening Committee's decision.

4. No action was taken on the personnel matter.

CLASSIFICATION MATTERS

1126-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 4)

September 17, 1990:      1. Approve contract numbers 238, 239, 240, 243, 246, 247, 248, 250, 252, 253, and 262; notify the offices of the Controller and the Purchaser.

2. Remainder of the contracts over to the meeting of October 1, 1990.

October 1, 1990:      1. Contract Number 230-90/91 over to the meeting of October 15, 1990.

2. Adopt staff report on all remaining contracts (Contracts 260-90/91 and 267-90/91 passed by vote of 3 to 1: Commissioner Texidor del Portillo dissents). Notify the offices of the Controller and the Purchaser.

October 15, 1990:      Contract 230-90/91 Over to the meeting of November 5, 1990 at the request of the Department of Public Health.

November 5, 1990:      Contract 230-90/91 over to the meeting of November 19, 1990 at the request of the Department of Public Health.



CLASSIFICATION MATTERS (cont.)

1126-90  
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
230-90/91	Public Health	O'Connor Carpet, Upholstery, & Drapery Cleaners

Action: Off calendar at the request of the Department of Public Health.

1151-90 Review of requests for approval of proposed personal services contracts from Department of Public Health; Short-Doyle Funding. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
414-90/91	Public Health	Asian American Recovery Services, Inc.
415-90/91	Public Health	Baker Places, Inc.
416-90/91	Public Health	Friendship House Association of American Indians, Inc.
417-90/91	Public Health	Haight Ashbury Free Clinics, Inc.
418-90/91	Public Health	Horizons Unlimited of S.F., Inc.
419-90/91	Public Health	St. Vincent de Paul Society
420-90/91	Public Health	S.F. Suicide Prevention, Inc.
421-90/91	Public Health	Walden House, Inc.
422-90/91	Public Health	Women's Alcoholism Center, Inc.
423-90/91	Public Health	Women's Institute for Mental Health, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.



CLASSIFICATION MATTERS (cont.)

1152-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 6)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
424-90/91	Airport	Joint Venture of Lazard Freres & Grigsby Brandford Companies
425-90/91	Airport	John F. Brown Company
426-90/91	Airport	Orrick, Herrington & Sutcliffe and Pamela S. Jue
427-90/91	Civil Service Commission	S.F. Community College District
428-90/91	Civil Service Commission	Cooperative Personnel Services
429-90/91	Controller	Savvy, Inc.
430-90/91	Public Health	Mission Neighborhood Health Center
431-90/91	Public Health	Bernard Kutzscher, M.D.
432-90/91	Public Works	F.W. Associates
433-90/91	Purchasing	Bedford Consulting
434-90/91	SFUSD	Joseph Chow & Associates, Inc.
435-90/91	Sheriff	Steve Karass
436-90/91	Sheriff	John Sapin
437-90/91	Social Services	Hamilton Family Center
438-90/91	Social Services	Valata Jenkins-Monroe, Ph.D.
439-90/91	Social Services	Alicia F. Lieberman, Ph.D.
440-90/91	Social Services	Bruce Cooper, Ph.D.
441-90/91	Social Services	Bruce Cooper, Ph.D.
442-90/91	Social Services	Don Cohon
443-90/91	Social Services	Haight-Ashbury Free Clinics, Inc.



CLASSIFICATION MATTERS (cont.)

1152-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	444-90/91	Social Services	University of California Early Parenting Program
	445-90/91	Social Services	University of California: Clearinghouse for Drug-Exposed Infants
	446-90/91	Social Services	Mt. St. Joseph-St. Elizabeth
	447-90/91	Social Services	University of California, Consultant, M.D.
	448-90/91	Social Services	Don Cohon
	449-90/91	Social Services	U.C. California, Consultant, M.D.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2350-90 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 7)

**A. PERMANENT AND EXEMPT APPOINTMENTS**

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Raymond Baxter 1168 Director of Health	Public Health	5	5

**B. TEMPORARY EXEMPT APPOINTMENTS**

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Marilyn Lewis 2593 Health Program Coordinator III	Public Health	5	5 6/30/91
Cliva Mee 8452 Criminal Justice Specialist II	District Attorney	4	4 6/30/91



## COMPENSATION MATTERS

2350-90 B. TEMPORARY EXEMPT APPOINTMENTS (cont.)  
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Raymond Sullivan 1675 Supervising Fiscal Officer	Social Services	5	5 6/30/91

Action: Adopt staff report.

## EXAMINATION MATTERS

3197-90 Appeal by Captain Peter Roybal of staff determination denying his challenges to the ethnicity identifications of individuals on the tentative eligible list for Class H-40 Battalion Chief.  
(Calendar Item No. 16)

September 17, 1990: Refer to staff for further investigation and subsequent report to the Civil Service Commission.

November 5, 1990: 1. Sustain Captain Roybal's challenge of Thomas Santoro.  
2. Defer action on remaining challenges; Civil Service Commission staff to provide further documentation at the November 19, 1990 meeting.

November 5, 1990: 3. Staff to provide a report indicating number of employees of the San Francisco Fire Department changing ethnic identification and what those changes were.  
4. City Attorney to research and to report back on the Commission's inquiry regarding the preparation and posting of ethnic identification of San Francisco Fire Department employees.

Action: Over to the meeting of December 3, 1990 at the request of the City Attorney's Office.



EXAMINATION MATTERS (cont.)

3228-90 Appeal of staff's denial of protest concerning rejection of application for Class 8108 Senior Legal Process Clerk. (Calendar Item No. 17)

November 5, 1990: Over to the meeting of November 19, 1990 at the request of Local 790.

Action: Adopt staff report; deny appeal of Pat M. Young.

3231-90 Appeal of background rejection for Class Q2 Police Officer. (Calendar Item No. 18)

Action: Over to the meeting of December 3, 1990 at the request of Mr. William R. Codarre, Jr.'s attorney.

3585-90 Appeal of background rejection for Class 8214 Parking Control Officer, Airports Commission. (Calendar Item No. 20)

Action: Adopt staff report; deny appeal of Dorthea Bell.

3591-90 Appeal of background rejection for Class 8304 Deputy Sheriff. (Calendar Item No. 19)

Action: Adopt staff report; deny appeal of Reid Williams Betten.

IN-SERVICE MATTERS

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (Calendar Item No. 12)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.



IN-SERVICE MATTERS

4989-90

(cont.) August 6, 1990:

1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

Action: Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.

6511-90

Appeal from Fred Gardon of the decision of the General Manager, Personnel, to restrict future employment following resignation from a non-civil service appointment with the Department of Public Health. (Calendar Item No. 13)



IN-SERVICE MATTERS (cont.)

6511-90 (cont.) November 5, 1990: Over to the meeting of November 19, 1990 at the request of the Department of Public Health.

Action: Adopt staff report; deny appeal of Fred Gardon. Sustain the decision of the General Manager, Personnel.

6520-90 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period for Classes 1113 Deputy General Manager, Retirement System, and 9378 Development Project Coordinator, Port, from six (6) months to one (1) year. (Calendar Item No. 9)

November 5, 1990: Post.

Action: Adopt.

6614-90 Findings on appeal of action by the General Manager, Personnel on medical examination of Gregory Savin, eligible for Class H-2 Firefighter. (Calendar Item No. 14)

Action: Adopt.

6615-90 Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (Calendar Item No. 8)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.



IN-SERVICE MATTERS (cont.)

6616-90 Appeal the decision of the General Manager, Personnel to rescind provisional appointment in Class 4265 Senior Real Property Appraiser, Assessor's Office. (Calendar Item No. 15)

Action: Adopt staff report; deny appeal.

6622-90 Resolution relating to the Decentralized Personnel Unit at the Department of Public Health. (Calendar Item No. 20A)

November 5, 1990: (Under the General Manager's Report): the General Manager, Personnel presented the Commission with a draft resolution relating to the Decentralized Personnel Unit at the Department of Public Health. The Commission directed that it be calendared for action at the meeting of November 19, 1990 as amended.

Action: Adopt.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 19, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Zenaida Bautista, 2302 Orderly, 59/E-320, Department of Public Health, Laguna Honda Hospital, 9/24/90. (Calendar Item No. 22) (7)

November 5, 1990: Over to the meeting of November 19, 1990 at the request of the Department of Public Health.

Action: Off calendar at the request of Local 790. Ms. Bautista to notify the Assistant Secretary when prepared to proceed. Ineligible for any employment covered by the San Francisco Civil Service system pending final resolution of this matter by the Commission.

Alexandra Clark, 2320 Registered Nurse, 6/E-882, Department of Public Health, Laguna Honda Hospital, 9/12/90. (Calendar Item No. 24) (4)

October 15, 1990: Over to the meeting of November 5, 1990 at Ms. Clark's request.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of the Department of Public Health.

Action: Off calendar at the request of the Department of Public Health. (Resignation submitted).



John M. Firth, 7346 Painter, 27/E-7, Department of Parking and Traffic, 10/12/90. (Calendar Item No. 25) (4)

Action: Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the Department of Parking and Traffic.

Augusto Jimenez, 7346 Painter, 44/E-7, Department of Parking and Traffic, 10/26/90. (Calendar Item No. 26) (4)

Action: Return name to Reemployment Register under waiver. Future employment subject to review and approval of the General Manager, Personnel and medical clearance by a physician designated by the Commission.

Eric A. Terrero, Q-2 Police Officer, 76/E-95, San Francisco Police Department, 10/12/90. (Calendar Item No. 23) (7)

Action: Over to the meeting of December 3, 1990 at the request of the San Francisco Police Department.

GENERAL MANAGER'S REPORT. (Calendar Item No. 10)

None.

COMMISSIONER'S NEW BUSINESS. (Calendar Item No. 11)

Commissioner Munson requested that the General Manager, Personnel provide within the next two to three weeks through him to the Mayor's Fiscal Advisory Committee information regarding the employee count by department for each of the fiscal years beginning with Fiscal Year 1984-85 and projected for Fiscal Year 1990-91 using budgetary data in each of the following categories:

- Executives
- Managers
- All Other Professionals
- Uniformed Members of the Police and Fire Departments
- Platform Employees of the San Francisco Municipal Railway
- All Other Employees

These figures are to include totals in each category for each fiscal year as well as a total number of employees for each fiscal year.

Commissioner Munson will make himself available to respond to questions about this request.



INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 28)

None.

A D J O U R N M E N T

The Civil Service Commission adjourned this meeting in memory of Harry Jelenich who died on November 10, 1990 and Christine M. Mansir who died on November 3, 1990.

Mr. Jelenich was the husband of Mary Jelenich, Supervisor of the Civil Service Commission Timeroll Audit Unit.

Ms. Mansir was the mother of Monte Mansir, Supervisor of the Civil Service Commission Classification Unit.





City and County of San Francisco

# CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT  
GRANT S. MICKINS, VICE PRESIDENT  
Cleo DONOVAN, COMMISSIONER  
CARLOTA TEXIDOR DEL PORTILLO, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL  
ALBERT C. WALKER, ASSISTANT SECRETARY

## MINUTES OF MEETING

REGULAR MEETING - DECEMBER 3, 1990

PART I - 2 P.M.

DOCUMENTS DEPT.

DLG - 1

SAN FRANCISCO  
PUBLIC LIBRARY

Present: Commissioner Donovan  
Commissioner Mickins  
Commissioner Munson  
Commissioner Texidor del Portillo

Commissioner Munson presided

MINUTES: Regular Meeting of November 19, 1990

Action: Approve.

### ANNOUNCEMENTS:

1. The Civil Service Commission has made the following changes to its meeting schedule for the next three months:
  - A. The meetings of December 17, 1990 and January 21, 1991 and February 18, 1991 are cancelled.
  - B. The Commission will hold a Special Meeting for Salary Standardization for Fiscal Year 1991-92 on Monday, January 28, 1991. Notice of time and location will be issued shortly.
  - C. The Commission will meet as scheduled on January 7 and February 4, 1991.



ANNOUNCEMENTS: (cont.)

2. The Civil Service Commission adjourned its closed session of Monday, November 19, 1990 to Monday, December 3, 1990 at 1 P.M. in Room 154C City Hall. This adjourned meeting was held pursuant to Section 54956.9 of the Government Code of the State of California to confer with the City Attorney regarding pending litigation in the matter of Loomis, et al. v. Silverman, et al. (S.Ct. 811-096); and the United States of America versus the City and County of San Francisco (USDC C84-7089).

Present were Commissioners Munson, Donovan, Mickins and Texidor del Portillo.

The matter concerning Loomis v. Silverman was adjourned to an Executive Session on Monday, January 7, 1991.

No action was taken concerning the United States of America versus the City and County of San Francisco litigation.

CLASSIFICATION MATTERS

1162-90 Classification of positions in various City departments.  
(Calendar Item No. 6)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Adult Probation	1	8106 Legal Process Clerk (Sch. 46.3 \$887B1073)	Same
Public Defender	2	2940 Child Welfare Worker (Sch. 57.2 \$1491B1809)	Same
Controller	1	1736 Computer Operator II (Sch. 48.3 \$975B1180)	Same
Juvenile Probation	1	A119 Community Program Director (J, \$2033B2472)	Establish Class 8417 Director of Community Programs, Juvenile Probation (J,Z Sch. 63.6 \$2033B2472) Draft class specification as detailed in the staff report.



CLASSIFICATION MATTERS (cont.)

1162-90 (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	Public Health Central Office	1	2930 Psychiatric Social Worker (Sch. 57.2 \$1491B1809)	Same
		1	2830 Public Health Nurse (\$1862B2330)	Same
		1	1842 Management Assistant (Sch. 54.9 \$1336B1618)	Same
	Public Health Laguna Honda Hospital	1	A413 Chief Respiratory Technician (J \$1528B1853)	Establish new Class 2537 Respiratory Care Practitioner II (Sch. 57.7 \$1528B1853) Draft class specification as detailed in the staff report.
	Public Health SFGH	1	2328 Nurse Practitioner (\$1853B2314)	Same
	Social Services	1	2914 Social Work Supervisor (Sch. 55.4 \$1368B1658)	Same

Action: Adopt staff report.

1163-90 Review of requests for approval of proposed personal services contracts. (Calendar Item No. 5)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
450-90/91	Airport	Jack Hopkins, Inc.
451-90/91	CAO	Grigsby Brandford Powell Inc. and Stone & Youngberg and W.R. Lazard & Co.
452-90/91	City Attorney	Brown & Wood and Alexander, Millner & McGee



CLASSIFICATION MATTERS (cont.)

1163-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	453-90/91	City Attorney	O'Melveny & Myers and Arnelle & Hastie
	454-90/91	City Planning	Robert Campbell
	455-90/91	City Planning	J. Max Bond, Jr.
	456-90/91	Controller	S.K. White Consulting
	457-90/91	Parking & Traffic	Bill Loughborough
	458-90/91	Public Health	California Public Health Foundation
	459-90/91	Public Health	California Prostitute Education Project
	460-90/91	Public Health	Black Coalition on AIDS
	461-90/91	Public Health	Bayview Hunter's Point Foundation
	462-90/91	Public Health	Catholic Charities of S.F.
	463-90/91	Public Health	St. Mary's Hospital & Medical Center
	464-90/91	Public Health	The Glide Foundation
	465-90/91	Public Health	University of California, S.F., AIDS Health Project
	466-90/91	Public Health	University of California, S.F., Urban Health Study
	467-90/91	Public Health	Catalyst Systems
	468-90/91	Public Health	King American, Federal, & S.F. Ambulance Companies
	469-90/91	Public Health	Systemhouse, Inc. - Integrated Business Solutions
	470-90/91	Public Health	S.F. Women's Centers for Chronic Fatigue Immune Dysfunction Syndrome



CLASSIFICATION MATTERS (cont.)

1163-90 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	471-90/91	Public Health	Withbert W. Payne, CPA, A Professional Corporation
	472-90/91	Public Health	St. Benedict Center Interpreter Service
	473-90/91	Public Utilities Commission	ABB Power Generation, Inc.
	474-90/91	Public Utilities Commission	Consolidated Engineering Laboratories
	475-90/91	Public Works	Distributed Micro Systems, Inc.
	476-90/91	Public Works	H.J. Brunnier Associates
	477-90/91	Public Works	Prudential Security Service
	478-90/91	SFUSD	Rudolf Fehr, P.E.
	479-90/91	Social Services	St. Vincent de Paul & Catholic Charities
	480-90/91	City Attorney	Pamela S. Jue
	481-90/91	Public Health	University of California - College Work Study Program
	482-90/91	Public Health	Carlene Keller
Action:	1.	Contract Number 450-90/91 over to the meeting of January 7, 1991 at the request of the Airports Commission.	
	2.	Contract Number 471-90/91 over to the meeting of January 7, 1991 as recommended by the General Manager, Personnel.	
	3.	Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.	

1166-90 Establishment of new classification 2235 Medical Director, Department of Health and allocation of four budgeted positions to the new class. (Calendar Item No. 7)



CLASSIFICATION MATTERS (cont.)

1166-90  
(cont.)

Action: Adopt staff report.

1. Establish new classification 2235 Medical Director, Department of Health, (Sch. 73.5 J,Z \$3295B4006). Draft class specification as detailed in the staff report.
2. Allocate one position budgeted as Class A820 Medical Director, AIDS Office (J, SC \$3295B4006) to the new classification 2235 Medical Director, Department of Health.
3. Reallocate one position in Class 2885 Deputy Director of Adult Services, Community Mental Health Services (Sch. 73.6 Z \$3313B4028) to the new classification 2235 Medical Director, Department of Health.
4. Allocate one position budgeted as Class A926 Medical Director, Community Public Health Services (J,SC \$3295B4006) to the new classification 2235 Medical Director, Department of Health.
5. Allocate one position budgeted as Class A963 Medical Director, Emergency Medical Services Agency (J,SC \$3295B4006) to the new classification 2235 Medical Director, Department of Health.
6. Administratively amend Sections 830120, 830301, 872100 and 830201 of the Annual Salary Ordinance accordingly.
7. Advise the Department of Health to adjust their budget to reflect these actions.
8. Advise the Civil Service Commission Examination Division to administer an examination for the new classification.

1167-90 Request from the Department of Public Works to use a class in the Staff Assistant, Special Project series as an Asbestos Program Manager. (Calendar Item No. 8)

Action: Adopt staff report. Approve use of Class 9746 Staff Assistant VII, Special Project (\$2409 bi-weekly) to employ an Asbestos Program Manager at the Department of Public Works for a one year period or until a new classification is established.



### COMPENSATION MATTERS

2366-90 Request for appointment above the entrance rate for various employees. (Calendar Item No. 9)

#### A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Dennis M. King 6242 Plumbing Inspector	Public Works	5	5
Jeffrey A. Tom 1652 Senior Accountant	Parking & Traffic	5	5

#### B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Maurice S. Williams A919 Construction Contract Specialist II	Public Works	5	5 6/30/91
Richard A. Wong 1805 Associate Performance Auditor	Controller	4	4 6/30/91

Action: Adopt staff report.

2367-90 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 10)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

### EXAMINATION MATTERS

3197-90 Appeal by Captain Peter Roybal of staff determination denying his challenges to the ethnicity identifications of individuals on the tentative eligible list for Class H-40 Battalion Chief. (Calendar Item No. 14)

September 17, 1990: Refer to staff for further investigation and subsequent report to the Civil Service Commission.



EXAMINATION MATTERS (cont.)

3197-90  
(cont.) November 5, 1990: 1. Sustain Captain Roybal's challenge of Thomas Santoro.

2. Defer action on remaining challenges; Civil Service Commission staff to provide further documentation at the November 19, 1990 meeting.

November 5, 1990: 3. Staff to provide a report indicating number of employees of the San Francisco Fire Department changing ethnic identification and what those changes were.

4. City Attorney to research and to report back on the Commission's inquiry regarding the preparation and posting of ethnic identification of San Francisco Fire Department employees.

November 19, 1990: Over to the meeting of December 3, 1990 at the request of the City Attorney's Office.

Action: 1. Re challenge by Captain Peter Roybal of ethnic designation of Frank Cercos: Adopt staff report; deny challenge.

2. Re challenge by Captain Peter Roybal of ethnic designation of Richard Seyler: Over to the meeting of January 7, 1991.

3. The General Manager, Personnel to develop a procedure to be presented to the Commission for presentation at the meeting of January 7, 1991 to notify interested parties of public information regarding eligibles on promotional lists in the San Francisco Fire Department. This procedure to include proposed language for promotional examination announcements, details of content of information to be provided, procedure for protest/challenge of ethnic self-designations and other necessary items.

3231-90 Appeal of background rejection for Class Q2 Police Officer.  
(Calendar Item No. 15)

November 19, 1990: Over to the meeting of December 3, 1990 at the request of Mr. William R. Codarre, Jr.'s attorney.

Action: Adopt staff report, deny appeal of William R. Codarre, Jr.



IN-SERVICE MATTERS

4989-90 Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay.  
(Calendar Item No. 13)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

August 6, 1990:

1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

November 19, 1990: Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.



IN-SERVICE MATTERS (cont.)

4989-90 Action: Over to the meeting of January 7, 1991 at the joint  
(cont.) request of the City Attorney's Office and Attorney David  
Clisham.

6658-90 Resolution of Commendation for Jerry Spain, Deputy City Attorney,  
upon his retirement. (Calendar Item No. 4)

Action: Adopt.



CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 3, 1990

PART II - 3 P.M.

SEPARATION CODE - corresponding code numbers indicate the type of separation.

1. Termination of Limited Tenure Appointment
2. Termination of Temporary Appointment
3. Appeal of Automatic Resignation
4. Termination of Probationary Appointment (entrance)
5. Termination of Probationary Appointment (promotive)
6. Resignation - Services Unsatisfactory
7. Dismissal of Permanent Employee

Larry Brown, 9163 Transit Operator, 5/P-121, Public Utilities Commission, San Francisco Municipal Railway, 10/18/90. (Calendar Item No. 23) (7)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

Reconsideration of Civil Service Commission action of November 5, 1990 due to clerical error of mailing notice of hearing to incorrect address:

Albert Dixon, 2736 Porter, 7/E-56, Department of Public Health, San Francisco General Hospital Medical Center, 10/12/90. (Calendar Item No. 21) (7)

November 5, 1990: Cancel all current examination and eligibility status. Not to be employed again by the Department of Public Health.

Action: Over to the meeting of January 7, 1991 at the request of the Department of Public Health.

Wanda Geter, 1424 Clerk Typist, 8/CPE-167, Department of Social Services, Fiscal Division, 11/8/90. (Calendar Item No. 24) (7)

Action: Over to the meeting of January 7, 1991 at the request of the Department of Social Services.



Luis Henriquez, 2/08 Custodian, 3/E-4, Juvenile Probation, Juvenile Hall, 11/15/89. (Calendar Item No. 20) (6)

January 8, 1990: Off calendar at Mr. Henriquez's request. Mr. Henriquez to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

October 15, 1990: Over to the meeting of November 5, 1990 due to absence from room during roll call.

November 5, 1990: Over to the meeting of December 3, 1990 at the request of Local 790.

Action: Accept the resignation as certified. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Juvenile Probation Department. The Commission stipulated that all time worked since September 15, 1990 may be submitted toward fulfilling the one year experience requirement.

Anthony Jones, 8204 Institutional Police Officer, 31/E-7, Department of Public Health, San Francisco General Hospital Medical Center, 10/11/90. (Calendar Item No. 18) (4)

November 5, 1990: Over to the meeting of December 3, 1990 at Mr. Jones' request.

Action: Over to the meeting of January 7, 1991 at the request of the Department of Public Health.

Wyatt C. McIntyre, 3372 Animal Control Officer, LT, Department of Animal Care and Control, 11/9/90. (Calendar Item No. 17) (1)

Action: Over to the meeting of January 7, 1991 at Mr. McIntyre's request.

Gloria Smith, 2302 Orderly, 9/E-329, Department of Public Health, Laguna Honda Hospital, 11/5/90. (Calendar Item No. 19) (4)



Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' work experience outside the City and County service. Not to be employed again by the Department of Public Health.

Eric A. Terrero, Q-2 Police Officer, 76/E-95, San Francisco Police Department, 10/12/90. (Calendar Item No. 22) (7)

November 5, 1990: Over to the meeting of December 3, 1990 at the request of the San Francisco Police Department.

Action: Not to be employed again by the San Francisco Police Department.

GENERAL MANAGER'S REPORT. (Calendar Item No. 11)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 12)

None.

INDIVIDUALS' REQUESTS TO SPEAK (Calendar Item No. 25)

None.

A D J O U R N M E N T



John M. Firth, 7346 Painter, 27/E-7, Department of Parking and Traffic, 10/12/90. (Calendar Item No. 25) (4)

Action: Future employment subject to review and approval of the General Manager, Personnel. Not to be employed again by the Department of Parking and Traffic.

Augusto Jimenez, 7346 Painter, 44/E-7, Department of Parking and Traffic, 10/26/90. (Calendar Item No. 26) (4)

Action: Return name to Reemployment Register under waiver. Future employment subject to review and approval of the General Manager, Personnel and medical clearance by a physician designated by the Commission. Not to be employed again by the Department of Parking and Traffic.

Eric A. Terrero, Q-2 Police Officer, 76/E-95, San Francisco Police Department, 10/12/90. (Calendar Item No. 23) (7)

Action: Over to the meeting of December 3, 1990 at the request of the San Francisco Police Department.

GENERAL MANAGER'S REPORT. (Calendar Item No. 10)

None.

COMMISSIONER'S NEW BUSINESS. (Calendar Item No. 11)

Commissioner Munson requested that the General Manager, Personnel provide within the next two to three weeks through him to the Mayor's Fiscal Advisory Committee information regarding the employee count by department for each of the fiscal years beginning with Fiscal Year 1984-85 and projected for Fiscal Year 1990-91 using budgetary data in each of the following categories:

- Executives
- Managers
- All Other Professionals
- Uniformed Members of the Police and Fire Departments
- Platform Employees of the San Francisco Municipal Railway
- All Other Employees

These figures are to include totals in each category for each fiscal year as well as a total number of employees for each fiscal year.

Commissioner Munson will make himself available to respond to questions about this request.

